

# Education Operational Delivery Committee

## Annual Effectiveness Report



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## 1. INTRODUCTION

- 1.1 I am pleased to present the second annual effectiveness report for the Education Operational Delivery Committee. As Members will be aware, as part of their interim assessment of the Council's governance arrangements in 2016, CIPFA recommended that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. This had been an aspiration for some time, representing good practice in governance terms. I am delighted that this year, the Council was the first in Scotland to be awarded the CIPFA Mark of Excellence in Governance, and that the annual effectiveness report was highlighted by CIPFA as an example of good governance. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 As part of the 2020 review, changes were made to the Education Operational Delivery Committee Terms of Reference to provide greater clarity and those will be monitored throughout the year and taken into consideration during next year's review and the preparation of the third annual committee effectiveness report.
- 1.3 The annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee contributes to the Council Delivery Plan and Local Outcome Improvement Plan, whilst also providing the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.4 Throughout the year, the Committee has worked collectively to approve and monitor the in-house delivery of educational services, scrutinise performance and make improvements to those services. In addition, the Committee has helped to ensure improvement to the Council's public performance recording data, in line with outcomes and intentions set.
- 1.5 Officers have supported the Committee's external members through hosting briefing sessions which enable external members to ask officers questions about any aspect of education along with seeking clarity on reports within the committee business planner. This approach has strengthened the role of external members and encouraged scrutiny through questioning at Committee.



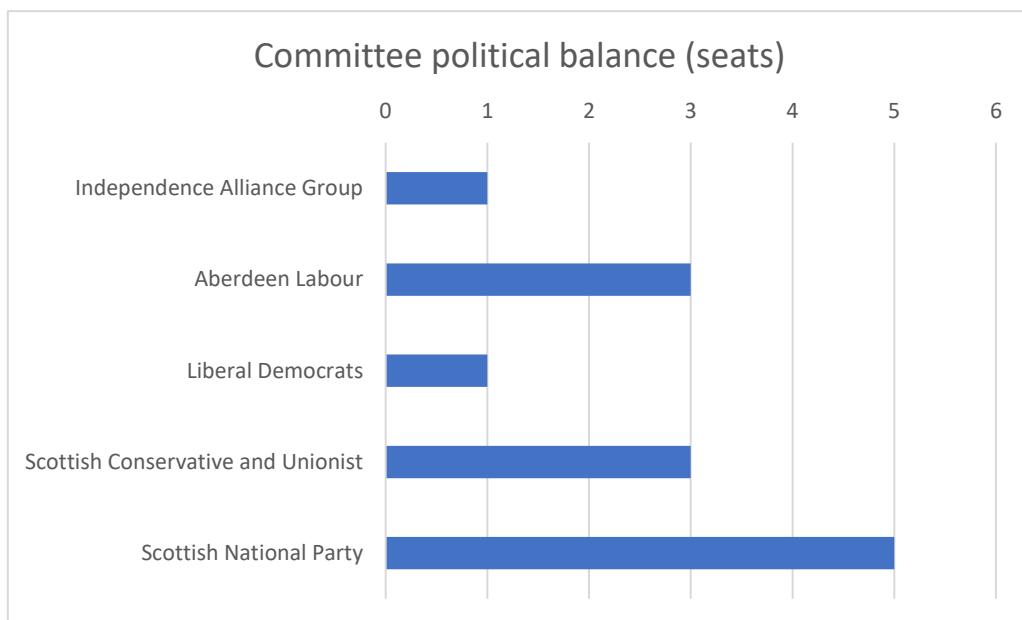
**Councillor John Wheeler**  
Convener, Education Operational Delivery Committee

## 2. THE ROLE OF THE COMMITTEE

- 2.1 The role of the Committee is to approve and monitor the in-house delivery of educational services, scrutinise performance and make improvements to those services.
- 2.2 Although Council approved new Terms of Reference for the Committee in March 2020, this reporting period relates to the previous Terms of Reference which are appended to the report.

## 3. MEMBERSHIP OF THE COMMITTEE DURING 2019/2020

- 3.1 The Education Operational Delivery Committee has 13 Elected Members and 7 External Members – three religious representatives, two teacher representatives and two parent representatives. The composition is presented below.



## 4. MEMBERSHIP CHANGES

- 4.1 Councillors Bell, Cameron, Mennie and MacGregor all joined the Committee during the reporting period. Reverend Shuna Dicks became the new Church of Scotland representative, and Tracey Blackie and Rick Sansom took up their places as the two new parent representatives, following nomination by the Aberdeen City Parent Forum.

## 5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substituted
Councillor Alphonse	5	3	2
Councillor Bell	2	2	
Mrs Tracey Blackie	2	1	n/a
Mrs Stephanie Brock	5	5	
Mrs Louise Bruce	3	2	
Councillor Cameron	4	4	
Councillor Cooke	3	2	1
Reverend Shuna Dicks	4	2	n/a
Councillor Donnelly	3	3	
Councillor Lesley Dunbar	5	3	2
Councillor Greig	5	5	
Councillor Hutchison	5	5	
Councillor Imrie	5	3	2
Councillor Macdonald	5	5	
Councillor MacGregor	3	3	
Councillor Catriona Mackenzie	1	1	
Councillor Malik	5	4	1
Councillor Mennie	2	2	
Mr John Murray	5	5	
Councillor Alex Nicoll	2	2	
Mr Colm O'Riordan	1	1	
Mr Mike Paul	0	0	n/a
Mr Anthony Rafferty	2	1	n/a
Mr Rick Sansom	2	2	
Miss Pamela Scott	5	4	1
Councillor Stewart	5	4	1
Councillor Wheeler	5	5	

## 6. MEETING CONTENT

**6.1** During the 2019/2020 reporting period (29 April 2019 to 30 April 2020), the Committee had 5 meetings and considered a total of 24 reports.

### 6.2 Terms of Reference

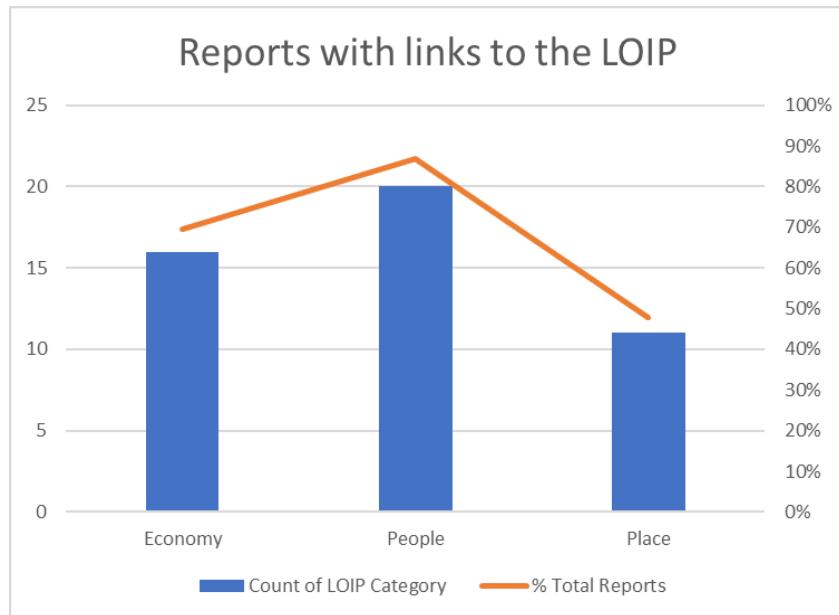
Of the 24 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

Terms of Reference	Count of Terms of Reference
General Delegations To Committees 7.1	1
General Delegations To Committees 7.4	1
General Delegations To Committees 7.5	1
Purpose of Committee 1	9
Purpose of Committee 3	1
Remit of Committee 1	9
Remit of Committee 2	4
Remit of Committee 3	1
Remit of Committee 4	0
Remit of Committee 5	9
Remit of Committee 6	3
Remit of Committee 7	0

- 6.3** During the course of 2019/2020 the Education Operational Delivery Committee received reports under each of the Terms of Reference, bar Remits 4 (provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in house services to outcomes) and 7 (Note proposed peer reviews and inspections by the Local Area Network for the cycle). This would indicate that the Committee has discharged its role throughout the course of the reporting period.
- 6.4** The majority of reports have fallen under Purpose 1 (To approve and monitor the in house delivery of educational services, scrutinise performance and make improvements to those services), Remit 1 (hold the organisation to account for the in house delivery of all educational services) and Remit 5 (approve improvements to operational delivery where officers do not have the power to do so), which is to be expected for a committee whose role is to approve and monitor the in-house delivery of educational services, scrutinise performance and make improvements to those services. As a number of reports fell under Purpose 1, rather than the Remit section, that suggested that the Terms of Reference should be reviewed, as it seemed as though report authors might have been struggling to find a relevant part of the remit to use and had therefore resorted to the more general Purpose section in many cases. As a result, clarified and expanded Terms of Reference for the Education Operational Delivery Committee were proposed and these were approved by Council in March 2020. This should assist officers in identifying how their proposals link to the remit of the Committee and the wider Council Delivery Plan.

## **6.5 Local Outcome Improvement Plan**

The following table details of the 24 reports how many had a link to the themes of the Local Outcome Improvement Plan.



## 6.6 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 24 reports presented to it throughout the year.

Terms of reference	Total	% Total Reports
Confidential	0	0%
Exempt	0	0%
Number of reports where the Committee has amended officer recommendations	2	8%
Number and percentage of reports approved unanimously	23	96%
Number of reports or service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	2	8%
Number of decisions delayed for further information	0	0%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	0%
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0	0%
Number of referrals to Council, or other Committees in terms of previous Standing Order 33.1	0	0%

## **6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public**

Number of notices of motion	0
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations	1
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	11
Number of Meetings held by the Convener with other Conveners, relevant parties, to discuss joint working and key issues being raised at other Committee meetings	Weekly meetings with Chief Operating Officer and Director of Customer Services Weekly meetings with Conveners of Strategic Commissioning Committee and City Growth and Resources Committees Monthly meetings with Chief Officer – Integrated Children's and Family Services and Chief Officer - Education Monthly meetings with all relevant Chief Officers

## **7. TRAINING REQUIREMENTS**

- 7.1** Throughout the course of 2019-2020 there have been briefing sessions for Members on performance data and school inspections (local ward Members).
- 7.2** External Members are also provided with separate briefing sessions with officers prior to each Committee to allow them the opportunity to discuss the upcoming agenda. They were also offered the opportunity to attend a session on the performance data presented to Committee.
- 7.3** Further development opportunities will be developed for 2020-2021 based on Committee business, officer proposals and Member feedback.

## **8. CODE OF CONDUCT – DECLARATIONS OF INTEREST**

- 8.1** No declarations of interest were made by Councillors during the reporting period. Two declarations were made by two of the External Members during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

## 9. CIVIC ENGAGEMENT

- 9.1 During the course of the year there has been statutory consultation with the public in respect of proposals to make changes to the Bucksburn Academy and Oldmachar Academy school catchment zones, so that the new housing development at Grandhome was included entirely within the Oldmachar Academy catchment zone. Further statutory consultation in respect of proposals to establish a new primary school at Countesswells; and to relocate Milltimber School and St Peter's RC School was also undertaken, and the results considered by Committee in September 2019.
- 9.2 There was further public consultation on the proposals to bring the summer holiday period forward by a week in future years. As a result of that consultation, Committee agreed to maintain the current holiday pattern for the next five years with no change to the timing of the summer school holiday.
- 9.3 The Committee received a report following a consultation undertaken with staff to determine the effectiveness of current approaches in meeting the needs of those with Additional Support Needs. That report made recommendations on how to further strengthen the system as the Council worked towards an empowered system, and the Committee will receive a follow up report on this later in the year.
- 9.4 As part of the ongoing work to become a Child Friendly City, the Committee has approved the establishment of a representative city-wide pupil forum that will meet regularly and support identification and setting of strategic priorities of the service, discuss a range of relevant issues and influence the recommendations being brought before the Education Operational Delivery Committee.
- 9.5 The External Members appointed to the Committee also ensure that there is representation on the Committee for parents, teachers and religious organisations, which ensures that those sections of the community have an avenue into the decision-making process.

## 10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Chief Operating Officer	5	5	
Director of Customer Services	5	5	
Chief Officer - Integrated Children's & Family Services	5	4	1
Chief Education Officer	5	5	
Team Leader - Governance	5	5	

## **11. EXECUTIVE LEAD'S COMMENTS**

- 11.1** In last year's report, I had commented that a number of motions and amendments were submitted on the day of the committee and in some instances very shortly before the start time of committee. In 2019/20, officers worked with Elected Members ahead of the meeting to assist them with the preparation of any motions and amendments, and for those which arose at the meeting, also sought short adjournments to enable robust consideration by officers of such motions and amendments. This helped to further enhance the decision-making process for Elected Members by ensuring they were able to make fully informed decisions.
- 11.2** The Committee has operated well throughout the year. It can be seen from the statistics in the annual report that all business was able to be considered in public, which assists in maintaining transparency in the democratic process.
- 11.3** Following feedback from officers and Members throughout the last year, the Council recently approved new Terms of Reference for the Committee which will help to provide greater clarity in relation to the role of EODC and these will be monitored throughout the year in preparation for next year's review.
- 11.4** This year, officers added a standing item to the EODC agenda for inspection reporting, and the Committee now receives regular reports on Education Scotland and Care Inspectorate inspection reporting to allow Members to have oversight of this area.

## **12. NEXT YEAR'S FOCUS**

- 12.1** In March 2020, Council approved new Terms of Reference and a further review will be reported to Council in March 2021. Throughout the next reporting year, we will review the Terms of Reference in line with the business submitted to the Committee and reflect on whether any areas require refinement moving forward to ensure the efficient operation of the Committee.
- 12.2** The main areas of business for the Committee over the next year will be the consideration of a revised exclusion policy; and the Council Budget instructions in respect of a campus model for school provision; and the review of the Bucksburn Academy school roll. The Committee will also consider the School Estate plan. Officers need to revisit the future planning of the estate, given that schools are now operating in a significantly different context than prior to the COVID-19 pandemic and subsequent lockdown and the school estate plan needs to reflect this new context. The Committee will also receive a further update on the work being undertaken in relation to Supporting Children's Learning in an Empowered System.

**Previous Education Operational Delivery Committee Terms of Reference  
Approved by Council on 4 March 2019**

## **PURPOSE OF COMMITTEE**

1. To approve and monitor the in house delivery of educational services, scrutinise performance and make improvements to those services.
2. To ensure improvement to the Council's Public Performance Recording data, in line with outcomes and intentions set, for educational services.

## **REMIT OF COMMITTEE**

The Committee will, for internal educational services:-

1. hold the organisation to account for the in house delivery of all educational services;
2. approve and monitor the in house delivery of educational services and take action to ensure that such performance is in line with the outcomes set by Council and the Strategic Commissioning Committee;
3. improve results for Public Performance Recording, where this is in line with the Council's own improvement goals, by scrutinising Key Performance Indicators through rigorous performance management arrangements and ensuring that such performance:-
  - 3.1 is done in a manner which places the customer first and ensures the expected contribution to outcomes;
  - 3.2 improves the Council's position in national tables; and
  - 3.3 adheres to financial targets.
4. provide evidence to the Strategic Commissioning Committee, as requested, on the contribution of in house services to outcomes;
5. approve improvements to operational delivery where officers do not have the power to do so;
6. explore and approve options for transforming the service delivery model; and
7. note proposed peer reviews and inspections by the Local Area Network for the cycle.

## **JOINT WORKING WITH OTHER COMMITTEES**

The Committee will maintain an awareness of key issues arising through the work of other committees of the Council, through lead officers, conveners and vice conveners working together, and attending other committees as observers. Specifically:-

1. the Strategic Commissioning Committee, the City Growth and Resources Committee and the Education Operational Delivery Committee will cooperate to ensure that the internally commissioned services have clear service specifications, identifying contributions to the LOIP outcomes and that sufficient funding is available to deliver the service specification.

## **JOINT WORKING WITH NON COUNCIL BODIES**

Officers work closely with Internal Auditors, a service contracted from Aberdeenshire Council, and with external providers of assurance such as External Audit, Audit Scotland and external examining bodies. In addition, officers will work with local representative bodies such as the Disability Equity Partnership and the Aberdeen City Youth Council to understand how effectively services are being delivered to customers and how they can be improved.

