

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	14 December 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Council Annual Effectiveness Report and Committee Annual Effectiveness Reports
REPORT NUMBER	COM/20/235
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Martyn Orchard
TERMS OF REFERENCE	14

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual effectiveness report for Council to enable Members to provide comment on the data contained within, as well as the annual effectiveness reports of the various Committees, which have been considered by those Committees.

2. RECOMMENDATIONS

That Council:-

- 2.1 provide comments and observations on the data contained within the Council annual effectiveness report as contained at Appendix A; and
- 2.2 note the annual effectiveness reports of the various Committees as contained at Appendices B to L.

3. BACKGROUND

Annual Reports on Terms of Reference

- 3.1 The annual committee effectiveness reports were introduced in 2018/19 following a recommendation from the Chartered Institute of Public Finance and Accountancy (CIPFA) as part of the Council's work towards securing CIPFA's accreditation in governance excellence. The Terms of Reference set out that each Committee will review its own effectiveness against its Terms of Reference through the mechanism of the annual report.
- 3.2 The annual effectiveness reports were mentioned by CIPFA in their report which awarded the Mark of Excellence in Governance accreditation to

Aberdeen City Council. CIPFA highlighted the implementation of the annual effectiveness reports as a matter of good practice in governance and were encouraged that, during consideration of the reports at Committee and Council, Members had made suggestions for improvements to the reports in future years.

- 3.3 As well as the CIPFA Accreditation, Committee Services won SOLAR Administration Team of the Year 2020 in March 2020 in recognition of the introduction of the annual committee effectiveness reports and the process which allows Committees to examine how they can improve the way they do business, while providing assurance that they are undertaking their role effectively.
- 3.4 Data from the annual effectiveness reports was used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference were correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they could be reviewed and revised if necessary. The information from the effectiveness reports will also be used to feed into the Annual Governance Statement.
- 3.5 The reports provide a mechanism for each Committee to annually review its effectiveness, including data on attendance, any late reports, referrals to Council and the number of times officer recommendations were amended, and to ensure that it is following its Terms of Reference.
- 3.6 Similarly, recording the sections of the Local Outcome Improvement Plan (LOIP) which apply to each report allows Members to be aware of the direct impact of any proposals before them on the LOIP, and gives a general overview at the end of each year of the number of reports which have had an impact on the LOIP outcomes. Officers also actively review the data to ensure that it aligns to the Council's operating model and decisions taken by the Council throughout the year. This part of the annual report will be expanded for the next year of reporting to incorporate the changes to the outcomes section of the committee report template. That section now asks report authors to consider the implications of their report for the Council Delivery Plan, which incorporates the LOIP outcomes.
- 3.7 While the above is one section of the annual effectiveness report template which officers aim to amend for future reporting, any comments from Members on additional areas of data that should be considered would be welcomed to ensure that Members are presented with meaningful data.
- 3.8 The annual report for 2019/20 is therefore appended for the Council's consideration. Also appended are the annual reports for the various Committees which have been considered by the respective Committees.
- 3.9 Section 13 of the Council Annual Effectiveness Report provides combined data for all Committees.
- 3.10 The annual effectiveness reports have been noted at all Committee meetings where they have been considered, however Members have scrutinised the data

and asked questions, with a more specific breakdown of one of the indicators requested at the Education Operational Delivery Committee, i.e. in relation to the number of reports where the Committee had amended officer recommendations, how many of those had been agreed unanimously and how many following a division. Furthermore, the Strategic Commissioning Committee noted that officers would consider the comments provided by Members in respect of the content when reviewing the format for the next report, including comments in respect of including the number of exempt appendices to public reports and the Committee's Terms of Reference.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial consequences from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	N/A		
Compliance	Failure to submit this report would mean that the Council would not be complying with its instruction that all committees and Council receive such a report each year.	L	Council is given the opportunity to consider the report and provide feedback on any amendments Members would wish to see in the content so that this can be taken on board for next year's Scheme of Governance review.
Operational	N/A		
Financial	N/A		
Reputational	N/A		
Environment / Climate	N/A		

7. OUTCOMES

There are no links to the Council Delivery Plan, however the Committee effectiveness annual reports link to the Scheme of Governance, by ensuring that each Committee is fulfilling its Terms of Reference.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

- A Council Annual Effectiveness Report 2019/20
- B Strategic Commissioning Committee Annual Effectiveness Report 2019/20
- C Licensing Committee Annual Effectiveness Report 2019/20
- D Education Operational Delivery Committee Annual Effectiveness Report 2019/20
- E Capital Programme Committee Annual Effectiveness Report 2019/20
- F Planning Development Management Committee Annual Effectiveness Report 2019/20
- G Pensions Committee Annual Effectiveness Report 2019/20
- H Staff Governance Committee Annual Effectiveness Report 2019/20
- I Public Protection Committee Annual Effectiveness Report 2019/20
- J Audit, Risk and Scrutiny Committee Annual Effectiveness Report 2019/20
- K City Growth and Resources Committee Annual Effectiveness Report 2019/20
- L Operational Delivery Committee Annual Effectiveness Report 2019/20

11. REPORT AUTHOR CONTACT DETAILS

Martyn Orchard
Committee Lead
morchard@aberdeencity.gov.uk
01224 523097