



Aberdeen City Council

*** Committee Annual Effectiveness Report



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1. INTRODUCTION

1.1 Introduction to annual report by the Convener.

2. THE ROLE OF THE COMMITTEE

2.1 Section to detail the Terms of Reference for the Committee.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

3.1 Section to detail committee membership and composition.

4. MEMBERSHIP CHANGES

4.1 Section to detail changes to committee membership during the year.

5. MEMBER ATTENDANCE

5.1 Section to detail member total expected attendances, total attendances and nominated substitute attendances.

6. MEETING CONTENT

6.1 Section to detail the following information:

Area	Rationale
Number of reports in total and split by each aspect within the Committee's Terms of Reference	Evidences (1) that the Committee has a clear understanding of the Terms of Reference and complying with these and (2) the volume of business and how the business related to items within its Terms of Reference.
Number and Percentage of decisions which are linked to the delivery of the Local Outcome Improvement Plan	Evidences that the Committee is making decisions in line with the strategic policies of the Council and the direction of travel for the Function and that the Function is planning for the future on the basis of the outcomes in the Local Outcome Improvement Plan.
Number of reports where the Committee has amended officer recommendations	Evidences whether the Committee has chosen a different decision to that proposed by officers; the reasoning for this and the impact on the Service's strategic direction.
Number and percentage of reports approved unanimously	Evidences the number and percentage of decisions agreed unanimously by the Committee.
Number of reports or service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	Evidences further reports or service updates requested by the Committee and areas where sufficient assurance has not been provided in reports.
Number of decisions delayed for further information	Evidences that information presented to Committee is, or is not, relevant, objective and provides sufficient level of detail in order for the Committee to make an informed decision.

Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	Evidences Members are respecting each other and the proceedings and behaving consistently with the ethical values of Public Life and the stated values of the Council.
Number of late reports received by the Committee and reason for these	Evidences that the Committee, by means of its forward report tracker, is being efficient and accurate in the scheduling of its business and that officers are submitting reports in timely manner.
Number of referrals to Council, or other Committees in terms of Standing Order 31.1	Evidences that the Committee is effective in determining matters delegated to it.
Number of Notices of Motion	Details the number of Notices of Motion raised by members on matters which would otherwise not have been reported to the Committee by the Function at that time.
Number of times Standing Orders were suspended and the specific Standing Orders suspended	Evidences the Committee's compliance with the Standing Orders approved by Council and would highlight whether any specific Standing Order should be reviewed by the Council.
Number of Exempt/Confidential reports	Evidences transparency and openness of the Committee's decision making.
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	Demonstrates the Committee's interface with the public/stakeholders and their awareness of the role of the Committee, and how they can actively participate in the decision making process.
Number of petitions considered	Demonstrates the Committee's interface with the public/stakeholders and their awareness of the role of the Committee, and how they can actively participate in the decision making process.
Number of Members attending meetings of the committee as observers	Demonstrates joint working and awareness of key issues arising through the Committee.
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	Demonstrates joint working and awareness of key issues arising through the Committee.

7. TRAINING REQUIREMENTS AND ATTENDANCE

7.1 Section to detail training required, provided and attended. Please note that in some year's there may be no training required or that training may cover multiple committees.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 Section to detail the number of declarations of interest – Evidences Members awareness of the requirements of the Councilors' Code of Conduct.

9. CIVIC ENGAGEMENT

- 9.1 Section to detail the Committee's civic engagement activity; feedback from those who have participated in the activity and how this has helped to inform service delivery.

10. OFFICER SUPPORT TO THE COMMITTEE

- 10.1 Section to detail senior officer expected attendance, total attendances and nominated substitute attendance at meetings of the committee, as well as the Executive Lead's consideration of key issues arising through other committees of the Council as stated in the Committee's Terms of Reference.

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 Section to provide an overview of the operation of the committee over the year and identify any areas of development or support required.

12. NEXT YEAR'S FOCUS

- 12.1 Section to detail the Committee's focus for the next year and will evidence that longer term needs and service user feedback have been considered.



**Shaping
Aberdeen**

