

## ABERDEEN CITY COUNCIL

---

<b>COMMITTEE</b>	Operational Delivery Committee
<b>DATE</b>	16 May 2019
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Committee Annual Effectiveness Report
<b>REPORT NUMBER</b>	GOV/19/094
<b>CHIEF OFFICER</b>	Fraser Bell
<b>REPORT AUTHOR</b>	Lynsey McBain
<b>TERMS OF REFERENCE</b>	GD 7.5

---

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual report of the Operational Delivery Committee.

### 2. RECOMMENDATION

That Committee:-

- 2.1 note the annual report.

### 3. BACKGROUND

#### **Annual Reports on Committee Terms of Reference**

- 3.1 The Governance Review of 2017/18 was initiated as part of the Council's work with the Chartered Institute of Public Finance and Accountancy (CIPFA) and the aim to secure that organisation's accreditation in governance excellence. As part of CIPFA's interim assessment of the Council's governance arrangements, CIPFA recommended that each Committee should annually review its effectiveness, including its information and reporting needs, to help ensure that it is following its Terms of Reference, is operating effectively and to identify any training needs or improvements to the Council's decision making structures. When approving the new Terms of Reference in March 2018, the Council agreed that each Committee would be required to review their own effectiveness against their Terms of Reference through an annual report and approved the proposed template for those reports.
- 3.2 CIPFA reviewed the approved template and in general terms stated:

*A committee effectiveness report has the potential to support the improvement journey by accounting for the ways that committees support a quality improvement culture with quality assurance of services and feedback loops. A template that goes beyond tick box and more clearly offers the opportunity to address some current and historic issues and, importantly give a clear signal that good governance is taken seriously. It could therefore provide support to a number of the developments that Aberdeen City Council seeks in its journey towards achieving the excellence in governance mark.*

3.3 The first annual report for 2018/2019 is appended for the Committee's consideration. Following consideration by the Committee, the report will be submitted to Council on 24 June 2019 for noting.

#### **4. FINANCIAL IMPLICATIONS**

4.1 There are no direct financial consequences from the recommendation.

#### **5. LEGAL IMPLICATIONS**

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

#### **6. MANAGEMENT OF RISK**

	<b>Risk</b>	<b>Low (L), Medium (M), High (H)</b>	<b>Mitigation</b>
<b>Financial</b>	None	N/A	N/A
<b>Legal</b>	None	N/A	N/A
<b>Employee</b>	None	N/A	N/A
<b>Customer</b>	None	N/A	N/A
<b>Environment</b>	None	N/A	N/A
<b>Technology</b>	None	N/A	N/A
<b>Reputational</b>	None	N/A	N/A

#### **7. OUTCOMES**

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Organisational Design</b>	The report reflects recognition of the process of organisational design and provides assurance through scrutiny of committee effectiveness. The review of the Committee will support the redesign of

	the organisation and ensure that the Committee discharges its role in accordance with the Scheme of Governance.
<b>Governance</b>	The committee effectiveness report enhances transparency and understanding of the Committee as well as help to address any areas for improvement.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable

## 9. BACKGROUND PAPERS

None.

## 10. APPENDICES

10.1 Annual Effectiveness Report 6 March 2018 to 29 April 2019.

## 11. REPORT AUTHOR CONTACT DETAILS

Lynsey McBain  
Committee Officer  
01224 522123