

ABERDEEN CITY COUNCIL

COMMITTEE	Licensing Committee
DATE	4 June 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Licensing Committee Annual Effectiveness Report
REPORT NUMBER	GOV/19/284
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Allison Swanson
TERMS OF REFERENCE	GD 7.5

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual report of the Licensing 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

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

7. OUTCOMES

Design Principles of Target Operating Model	
	Impact of Report
Organisational Design	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.
Governance	The committee effectiveness report enhances transparency and understanding of the Committee as well as help to address any areas for improvement.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

None.

10. APPENDICES

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

11. REPORT AUTHOR CONTACT DETAILS

Allison Swanson
 Committee Officer
aswanson@aberdeencity.gov.uk