

Staff Governance Committee Annual Effectiveness Report



Contents

	Page
1. Introduction	3
2. The role of the Committee	3
3. Membership of the Committee during 2018/2019	3
4. Membership changes	4
5. Member Attendance	4
6. Meeting Content	4 - 7
7. Training Requirements and Attendance	7
8. Code of Conduct – Declarations of Interest	7
9. Civic Engagement	7
10. Officer support to the Committee	8
11. Executive Lead's Comments	8
12. Next year's focus	8

1. INTRODUCTION

- 1.1 I am pleased to present the first annual effectiveness report for the Staff Governance 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 have operated within their Terms of Reference, through an annual report. This has been an aspiration for some time, representing good practice in governance terms and evidencing the Council's progress towards achieving CIPFA accreditation and I am glad to see the first report for the Staff Governance Committee presented.
- 1.2 This first annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee supports the principles of the Target Operating Model; contributes to the 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.
- 1.3 Throughout the first year, the Committee has worked collectively to discuss and share opinions on the variety of issues coming to us in the form of reports. The meetings have been held in a cordial manner allowing Councillors and Trade Union representatives to feel involved and part of the business of the Committee. Trade Union input is well-put and constructive and is an appreciated contribution to the business of the Committee.



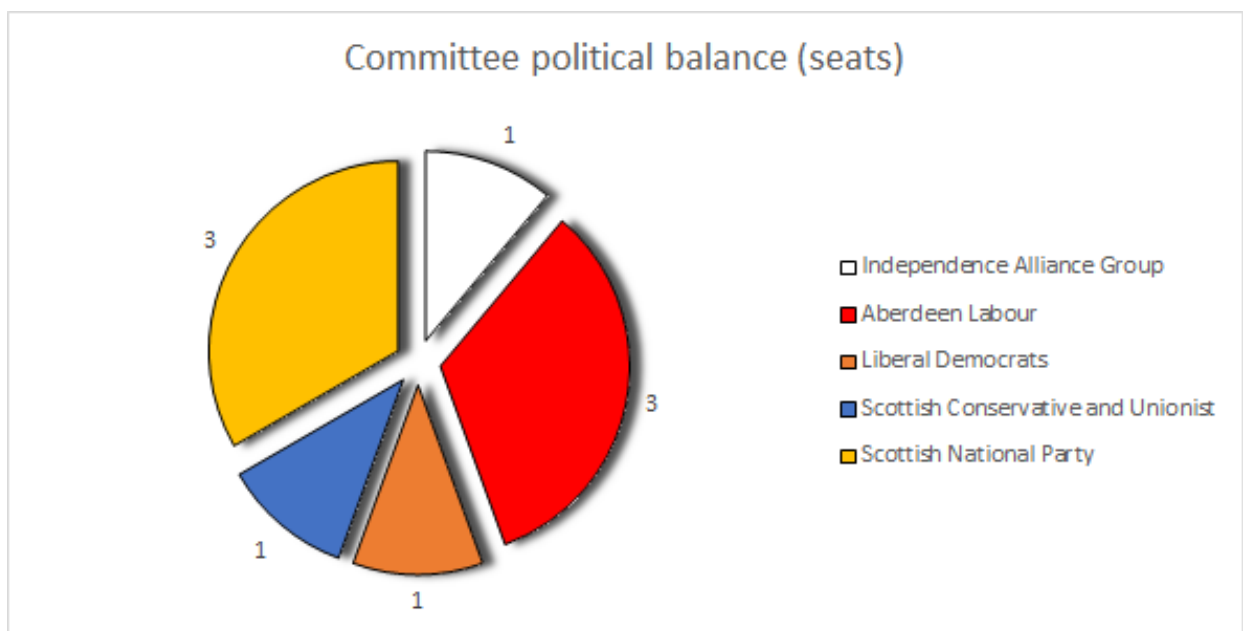
Councillor Yvonne Allan
Convener, Staff Governance Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The Staff Governance Committee was established to incorporate the roles of the Joint Consultative Committee, the Corporate Health and Safety Committee and the Appeals Committee. The role of the Committee is to build on the cultural aim previously established to secure equal attention on staff; to integrate all matters affecting staff within a single committee; to include local trade union representatives as advisers, with provision for substitutes, to enable joint working; to approve staff policies; and to provide a forum to develop the existing partnership between the Council and all Trade Unions to support the Council becoming an employer of choice.
- 2.2 The previous Terms of Reference for the Committee as approved by Council on 5 March 2018 are appended to the report.

3. MEMBERSHIP OF THE COMMITTEE DURING 2018/2019

- 3.1 The Staff Governance Committee has 9 members and the composition is presented below. The Committee also has Trade Union Advisers – two from each recognised Trade Union, who sit on the Committee but are not voting members.



4. MEMBERSHIP CHANGES

- 4.1 As of the meeting of the Committee of 3 September 2018, Councillor Allard was replaced on the Committee by Councillor Hutchison.
- 4.2 There have also been changes to the Trade Union adviser representation, with Mike Middleton being replaced by David Willis for the GMB and Sid Sandison being replaced by Thomas Whyte for the SSTA. Alison Robertson stepped down as one of the UNISON representatives in March 2019 and will be replaced by George Ferguson for future meetings.

5. MEMBER ATTENDANCE

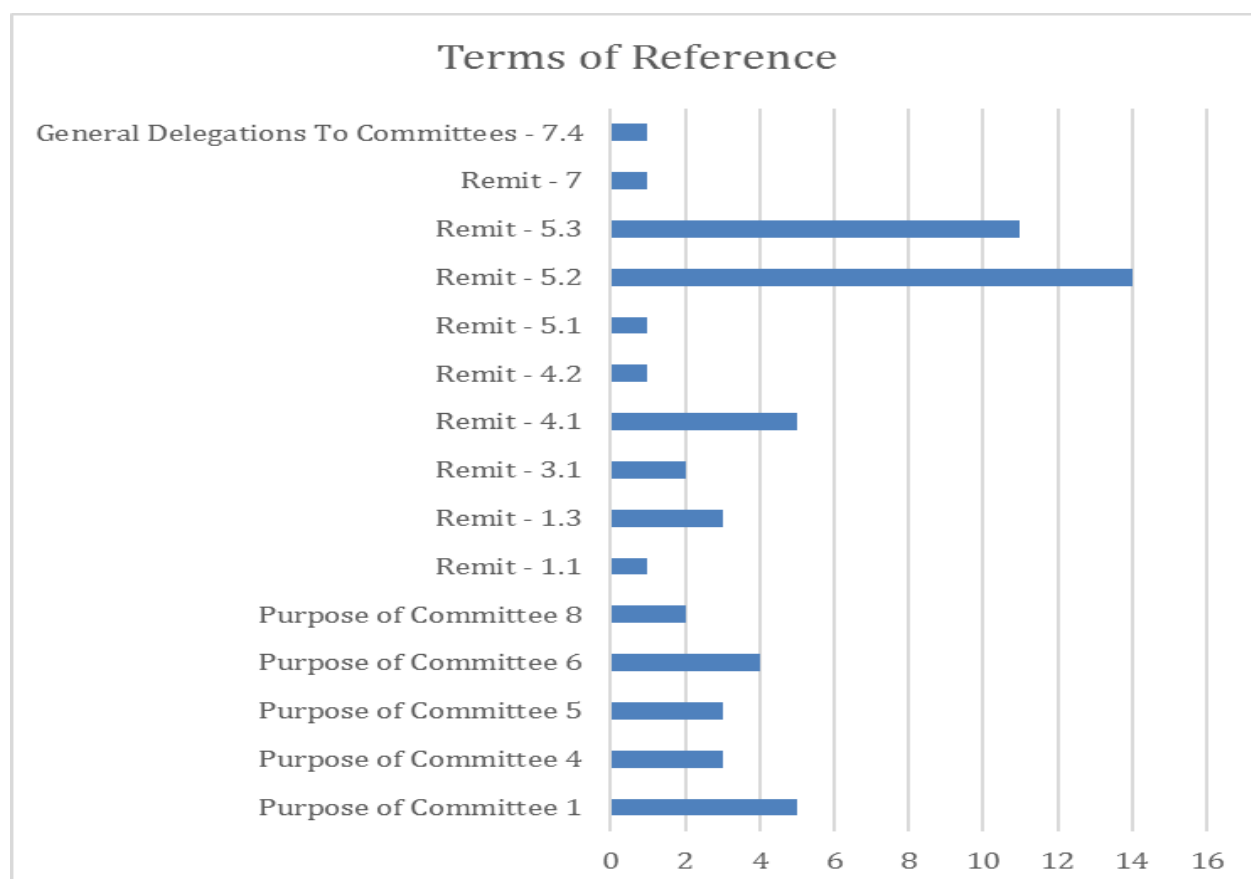
Member	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Yvonne Allan	6	6	
Councillor Ryan Houghton	6	6	
Councillor Christian Allard	2	2	
Councillor David Cameron	6	6	
Councillor Neil Copland	6	6	
Councillor Steve Delaney	6	5	1 – Councillor Yuill
Councillor Gordon Graham	6	6	
Councillor Sandra Macdonald	6	6	
Councillor John Reynolds	6	3	3 – Councillors Grant, Malik and Wheeler
Councillor Michael Hutchison	4	3	1 – Councillor Henrickson

6. MEETING CONTENT

- 6.1 During the 2018/2019 reporting period (6 March 2018 to 29 April 2019) the Committee had 6 meetings and considered a total of 36 reports.

6.2 Terms of Reference

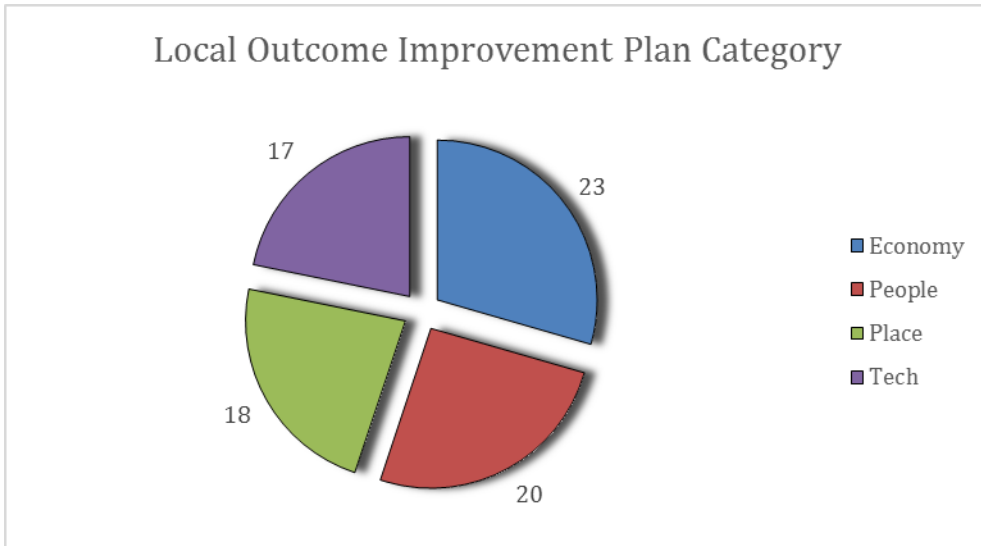
Of the 36 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.



- 6.3** The majority of the sections of the Committee's Terms of Reference were discharged throughout the course of the reporting period. This would indicate that the Committee has discharged the role set by Council.
- 6.4** Most reports have fallen under Remit 5.2 / 5.3 (Health, Safety and Wellbeing of Staff) although there have also been a number of reports in respect of Remit 4 (Council Policies Affecting Staff).
- 6.5** A number of reports were also presented under Purpose 1 – To further develop the existing partnership approach between the Council and all Trade Unions in order to support the Council becoming an employer of choice.
- 6.6** Due to the nature of the Committee's remit, it is to be expected that most reports would fall under the health and safety and staffing policy sections of the remit, and there has been a focus on reviewing existing policies to bring them in line with any changes in legislation or required changes as a result of the approved Scheme of Governance.

6.7 Local Outcome Improvement Plan

The following table details of the 36 reports how many had a link to the themes of the Local Outcome Improvement Plan.



6.8 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 36 reports presented to it throughout the year. It should be noted that although 7 of the reports had amendments to recommendations, all reports were thereafter approved unanimously with no requirement to divide.

	Total	% Total Reports
Number of confidential reports	0	0.0%
Number of exempt reports	0	0.0%
Number of reports where the Committee has amended officer recommendations	7	19.4%
Number and percentage of reports approved unanimously	36	100%
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	4	N/A
Number of service updates requested by members during the consideration of another report to provide additional assurance and not in forward planner	0	N/A
Number of decisions delayed for further information	2	5.6%
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0	N/A
Number of late reports received by the Committee	0	0.0%
Number of referrals to Council, or other Committees in terms of Standing Order 33.1	0	0.0%

6.9 Notices of Motion, Suspension of Standing Orders, Interface with the Public

	Total
Number of Notices of Motion	0
Number of times Standing Orders were suspended	0
The specific Standing Orders suspended	0
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0
Number of petitions considered	0
Number of Members attending meetings of the committee as observers	3
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	Fortnightly meetings held

7. TRAINING REQUIREMENTS AND ATTENDANCE

- 7.1 The following specific Scheme of Governance training which is related to the operation of all Committees was provided to Elected Members:-
- Effective Decision Making on 23, 27 and 28 March 2018
 - Financial and Procurement Regulations on 23 and 29 March 2018
- 7.2 Training on the Councillors' Code of Conduct was provided to Elected Members in January and February 2018 and prior to the first meeting of the Committee, information was also issued to Trade Union Advisers to highlight that they would also require to consider any declarations of interest in respect of matters being discussed and to assist in how to present such declarations if necessary.
- 7.3 Training on the operation of the newly established Staff Governance Committee was also provided to Members and Trade Union Advisers. Further training was also provided in respect of health and safety in order to ensure that Members and Trade Union Advisers had the relevant background knowledge for the reports that would be presented at future meetings.
- 7.4 These opportunities provide valuable insights into relevant business areas to aid scrutiny of committee business. Further development opportunities will be developed for 2019 / 2020 depending on the committee business for the year, and also based on officer proposals and Member / Trade Union Adviser feedback.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 55 declarations of interest were made by Councillors during the reporting period, and although this seems a relatively high number, it should be noted that these were single declarations in respect of a number of reports on the agenda from two Elected Members due to their Union membership. We measure information on declarations of interest 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 Due to the nature of the Staff Governance Committee business, there are less opportunities for civic engagement, however if appropriate, elements of civic engagement would be introduced.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Total Anticipated Attendances	Total Attendances	Substitute Attendances
Director of Resources	6	5	1
Chief Officer – Organisational Development	6	6	0
Corporate Health and Safety Lead	6	6	0
Legal Services	6	6	0

Outwith the main Committee support officers listed above, other officers also attend and support the Committee as required.

11. EXECUTIVE LEAD'S COMMENTS

11.1 One of the Council's transformation projects is to deliver the CIPFA Mark of Excellence in Good Governance. As part of this project, CIPFA had recommended that each Committee should annual review its effectiveness, including its information reporting needs. This would help ensure that each Committee was following its Terms of Reference; operating effectively; and would identify any training needs or improvements to the Council's decision-making structures.

11.2 The Committee appears to be working effectively, noting that all business was approved or noted unanimously. There has been a focus on trying to reach consensus and effort made to ensure that there is proper consultation with the views of Trade Unions being considered and taken on board, including delaying two items of business to ensure that their views could be reflected.

- 11.3** In order to maintain transparency and openness, particularly as the Committee business often relates to staffing matters which may be of interest to employees, there has been a focus on ensuring that the number of exempt reports is kept to a minimum and there has in fact only been one exempt appendix presented to Committee, with the rest of the business conducted in public.
- 11.4** Based on the data in the annual report, it appears that the Terms of Reference and Committee have embedded well since 2018, and there were only minor changes made to the Terms of Reference presented to Council in March 2019 as a result, with the removal of Staff Governance Standards as a separate section of the remit as it was recognised that this area of work was already covered by workforce strategies and staff policies which were already identified elsewhere in the Terms of Reference.
- 11.5** The Trade Union advisers on the Committee were asked for their feedback in relation to how they felt the Committee had operated since its inception in May 2018.

UNISON response - My main comments are positive, I feel that the Staff Governance Committee in its current format is working well.

UNITE response – Unite are of the same opinion as Unison. This Committee is working well.

SSTA response - On behalf of the SSTA, I also confirm that the Committee is working effectively.

12. NEXT YEAR'S FOCUS

- 12.1** Council on 4 March 2019 approved new Terms of Reference and a further review will be reported to Council in March 2020. 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** Areas of focus from the Business Planner - There will be an emphasis over the coming year on reviewing existing staff policies to ensure that they are in line with the recently approved Guiding Principles. Embedding our Guiding principles and developing organisational capability in line with the design principles of the TOM will be a key focus, with the workforce plan paving the way for flexible, internal movement of staff and retraining and upskilling opportunities. Work is also underway on the development of a new approach which would see an improvement in the data reported to Committee
- 12.3** The Committee will receive a report later in the year on Terms and Conditions, and will receive policy updates as and when completed in line with the instruction from the Council Budget Meeting.

**Previous Version of Staff Governance Committee Terms of Reference
Approved by Council on 5 March 2018**

STAFF GOVERNANCE COMMITTEE

MEMBERSHIP

Elected members

Local trades union representatives as advisers

PURPOSE OF COMMITTEE

1. To further develop the existing partnership approach between the Council and all trade unions in order to support the Council becoming an employer of choice.
2. To oversee the Framework Agreement for Industrial Relations (“the FAIR agreement”).
3. To act as a consultative body between management, elected members and trade unions, and act as a forum for discussion, on matters affecting conditions of service. This will be one of the ways in which the Council meets consultation requirements.
4. To oversee the development, approval and monitoring of staff governance standards.
5. To oversee the development, approval and monitoring of a workforce strategy which ensures the Council has a workforce fit for the capabilities required to deliver the Target Operating Model.
6. To oversee the development and approval of all staff policies.
7. To provide a channel of communication, co-operation and involvement between the Council and trade union representatives on all relevant health and safety matters.
8. To act as a safety committee within section 2(7) of the Health and Safety at Work etc Act 1974 and to keep under review measures taken to ensure the health and safety at work of employees.
9. To monitor the Council’s compliance with its policies and procedures to ensure it complies with all health and safety legislation.
10. To take the lead in establishing and promoting values for the organisation and its staff which will reflect public expectation about the conduct and behaviour of public officials.

REMIT OF COMMITTEE

1. Partnership approach arrangements

The Committee will:

- 1.1 develop the partnership approach between the Council and trade unions; and
- 1.2 provide a forum, where appropriate, for discussion on and resolution of matters of

common interest and/or concern, including but not restricted to:-

- 1.2.1** conditions of service, or reorganisation/restructure affecting conditions of service (except teachers); and
- 1.2.2** arrangements for the training and welfare of all staff; and
- 1.3** consider reports by the Director of Resources on matters following a request by a trade union advisor provided always that the Director is satisfied that the matter is appropriate and relevant to the remit of the Committee and that it raises no question of individual employee issues.

2. Staff Governance Standards

The Committee will:

- 2.1** determine staff governance standards and regularly review their effectiveness; and
- 2.2** consider relevant evidence (qualitative and quantitative) to monitor compliance with the staff governance standards.

3. Workforce Strategy

The Committee will:

- 3.1** determine and monitor the compliance with a Workforce Strategy which reflects the requirements of a 21st century Council in terms of staff and skills and attributes; and
- 3.2** approve an annual training plan for the whole organisation that ensures that all staff registered with a professional body are able to meet the requirements of their professional body.

4. Council Policies Affecting Staff

The Committee will:

- 4.1** develop, approve and monitor the implementation of all staff policies; and
- 4.2** oversee equality in employment and ensure that the Council as an employer, complies with its statutory equal pay and other equality responsibilities.

5. Health, Safety & Wellbeing of Staff

The Committee will:

- 5.1** actively reinforce health, safety and wellbeing roles and responsibilities amongst staff;
- 5.2** receive appropriate levels of assurance to monitor compliance with health and safety legislation;
- 5.3** scrutinise and review health, safety and wellbeing policy, performance, trends and improvements;
- 5.4** approve and keep under review the Corporate Health and Safety Annual Audit Plan;

5.5 consider reports on health, safety and wellbeing from all services of the Council to help ensure that services are complying with relevant policies; and

5.6 monitor compliance with health and safety recommendations.

6. Establishing and Promoting Values for the Organisation

The Committee will:

6.1 develop, approve and promote a Behavioural Framework for the Council; and

6.2 develop and approve a Leadership and Management Framework to ensure that the highest standards of staff management are in place as a key determinant of shaping the organisational culture.

7. Employment Appeals and Disputes

The Committee will be responsible for approving and keeping under review the procedure for the Appeals Sub Committee.

JOINT WORKING WITH OTHER COMMITTEES OF THE COUNCIL

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. This will help to ensure that relevant information is shared to aid understanding of workforce performance matters.

A key relationship will be required with the Strategic Transformation Committee in order to be assured that staff are being properly engaged and consulted with on specific transformation proposals.

JOINT WORKING WITH NON COUNCIL BODIES

The Committee, through its lead officers, will work jointly with external bodies such as the Health and Safety Executive to ensure that Council benefits from external review and assurance.

EXECUTIVE LEAD: Director of Resources

APPEALS SUB COMMITTEE

- 1.** To determine all delegated staff employment issues raised in accordance with Council policy where provision exists for an appeal to the former Appeals by Employees Committee or this Sub Committee.
- 2.** The Sub Committee shall operate in terms of the agreed procedure.
- 3.** The Sub Committee shall comprise five elected members drawn from the pool of membership of the Staff Governance Committee and the quorum shall be three.
- 4.** The Sub Committee will:
 - 4.1** determine appeals raised in accordance with Council policy where a right to appeal exists against dismissal or final written warning arising from hearings where the right of appeal

exists; and

- 4.2** determine disputes notified by Trades Unions in accordance with the Council's disputes resolution procedures.

