

ABERDEEN CITY COUNCIL

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| COMMITTEE | Council |
| DATE | 24 June 2019 |
| EXEMPT | No |
| CONFIDENTIAL | No |
| REPORT TITLE | Council Annual Effectiveness Report and Committee Annual Effectiveness Reports |
| REPORT NUMBER | GOV/19/286 |
| CHIEF OFFICER | Fraser Bell |
| REPORT AUTHOR | Martyn Orchard |
| TERMS OF REFERENCE | 10 |

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual effectiveness report for Council, as well as the annual effectiveness reports of the various Committees, which have been considered by those Committees.

2. RECOMMENDATION

That Council:-

- 2.1 note the annual effectiveness report for Council 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 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. This is to help ensure that each committee 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 Council's consideration. Also appended to the report are the annual reports for the various Committees which have been considered by the respective Committees.

3.4 Section 13 of the Council Annual Effectiveness Report provides combined data for all Committees.

3.5 At the time of writing this report, the Annual Effectiveness Reports are still to be considered by the Public Protection Committee, Pensions Committee and Staff Governance Committee, with those meetings taking place on 13, 14 and 18 June 2019 respectively.

3.6 At all Committee meetings to date, the Annual Effectiveness Reports have been noted, however the Education Operational Delivery Committee further resolved "in response to the query in respect of section 6.7 of the annual report (Reports and Committee Decisions) and the recording of decisions taken by the Education Operational Delivery Committee which were then referred to other Committees, to note that this was the initial annual report for Committee and therefore any feedback in respect of the format and content would be considered when presenting the reports in future years".

3.7 In addition, the Planning Development Management Committee requested that information and details on planning applications be included in the next annual effectiveness report. Although not raised by the Licensing Committee, if information and details on planning applications is to be included in future annual reports, it would be prudent to include similar information on licensing applications in the Licensing Committee annual report.

3.8 Furthermore, some members have questioned the relevance of the following indicator:- 'Number of Members attending meetings of the Committee as observers'. Comments have also been received regarding the timing of the annual effectiveness reports during a financial year.

3.9 Officers in Governance are continuously looking to improve the annual effectiveness reports and will take on board all feedback from members and

officers, as well as any comments and/or directions provided by Full Council. Consideration will be given to how the effectiveness report template can be enhanced and to how the timing of the reports can better link to the Council's annual review of its Scheme of Governance in March of each year.

4. FINANCIAL IMPLICATIONS

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

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. |

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| Governance | The committee effectiveness report enhances transparency and understanding of the Committee as well as help to address any areas for improvement. |
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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

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

11. REPORT AUTHOR CONTACT DETAILS

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