

Operational Delivery Committee Annual Effectiveness Report 2020/2021



Contents

	Page
1. Introduction	3
2. The role of the Committee	4
3. Membership of the Committee during 2020/2021	4
4. Membership changes	4
5. Member Attendance	5
6. Meeting Content	5
7. Training Requirements and Attendance	8
8. Code of Conduct – Declarations of Interest	8
9. Civic Engagement	8
10. Officer support to the Committee	8
11. Executive Lead's Comments	8
12. Next year's focus	9

1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Operational Delivery 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 had operated within their Terms of Reference, through an annual report. This had been an aspiration for some time, representing good practice in governance terms. I am delighted that the Council was the first in Scotland to be awarded the CIPFA Mark of Excellence in Governance, and that the annual effectiveness report was highlighted by CIPFA as an example of good governance. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 As part of the 2021 review, minimal changes were made to the Operational Delivery Committee Terms of Reference to provide greater clarity and those will be monitored throughout the year and taken into consideration during next year's review and the preparation of the fourth annual committee effectiveness report.
- 1.3 The annual report is a good mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the Committee contributes to the Council Delivery Plan and 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.
- 1.4 Throughout the year, the Committee has worked collectively to monitor the delivery of all services provided by the Customer Services Function and the Operations Function (with the exception of educational services). It also aimed to scrutinise performance and approve options within set budgets to ensure best value and delivery of the Council's agreed outcomes.



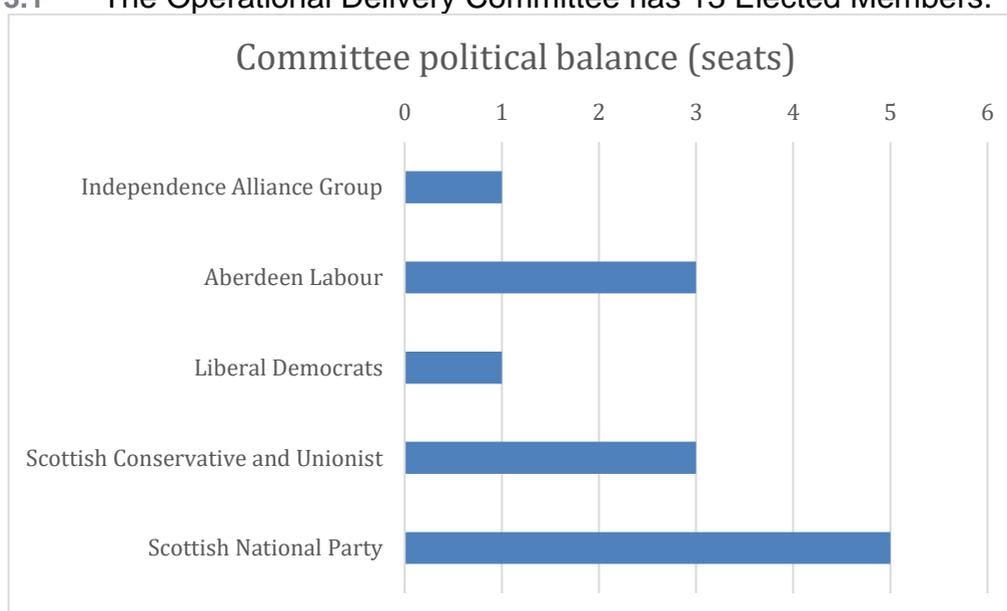
Councillor Philip Bell
Convener, Operational Delivery Committee

2. THE ROLE OF THE COMMITTEE

The role of the Committee in this reporting period was to monitor the delivery of all services provided by the Customer Services Function and the Operations Function (with the exception of educational services). It also scrutinised performance and approved options within set budgets to ensure best value and delivery of the Council's agreed outcomes.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

3.1 The Operational Delivery Committee has 13 Elected Members.



4. MEMBERSHIP CHANGES

- 4.1 Councillor Bell replaced Councillor Wheeler as Convener in May 2021.
- 4.2 Councillor Macdonald replaced Councillor Graham as Vice Convener in May 2021, with Councillor Graham remaining as a member of the committee.
- 4.3 Councillor John became Vice Convener in place of Councillor Bell in May 2021.
- 4.4 Councillor Radley replaced Councillor Jackie Dunbar MSP in January 2021.
- 4.5 Councillor McLellan replaced Councillor McRae in January 2021.
- 4.6 Councillor MacKenzie replaced Councillor Lumsden MSP in May 2021.
- 4.7 Councillor Townson replaced Councillor Audrey Nicoll MSP in May 2021.
- 4.8 Councillor Al-Samarai replaced Councillor Henrickson in May 2021.

5. MEMBER ATTENDANCE

Member (current)	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Bell	6	6	
Councillor John	2	1	Councillor Mason
Councillor Macdonald	6	6	
Councillor Al-Samarai	1	1	
Councillor Cormie	6	5	Councillor Allard
Councillor Delaney	6	5	Councillor Yuill
Councillor Lesley Dunbar	6	5	Councillor Crockett, the Lord Provost
Councillor Graham	6	6	
Councillor MacKenzie	2	2	
Councillor McLellan	3	3	
Councillor Radley	3	3	
Councillor Stewart	6	6	
Councillor Townson	1	1	

Member (previous)	Total Anticipated Attendances	Total Attendances	Nominated Substitute
Councillor Jackie Dunbar MSP	2	2	
Councillor Henrickson	4	4	
Councillor Lumsden MSP	4	3	Councillor Sellar
Councillor McRae	2	2	
Councillor Audrey Nicoll MSP	4	4	
Councillor Wheeler	4	3	Councillor MacKenzie

6. MEETING CONTENT

6.1 During the 2020/21 reporting period (1 May 2020 to 31 October 2021), the Committee had 6 meetings and considered a total of 37 reports.

6.2 Terms of Reference

Of the 37 reports received the following table details how the reports aligned to the Terms of Reference for the Committee.

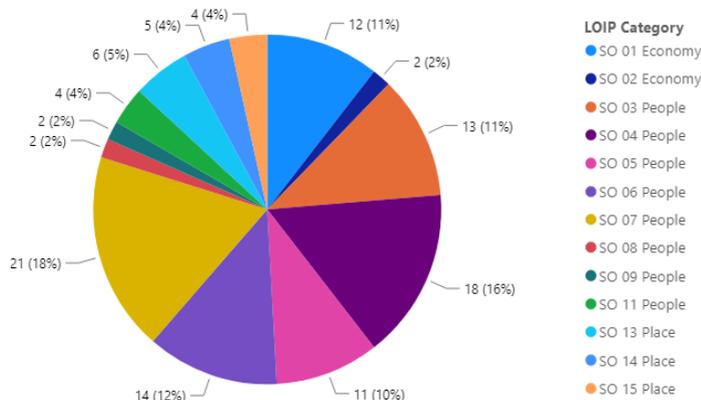
Terms of Reference	Count of Terms of Reference
Remit of Committee 1.1.1	14
Remit of Committee 1.1.2	2
Remit of Committee 1.1.3	10
Remit of Committee 1.1.4	2
Remit of Committee 1.1.5	7
Remit of Committee 1.1.6	0

- 6.3 During the course of 2020/21 the Operational Delivery Committee received reports under 5 of the 6 Terms of Reference. Two reports came under General Delegations.
- 6.4 Most of the reports considered related to remit 1.1.1 – to oversee, and make decisions relating to, service delivery.
- 6.5 Most of the Committee’s Terms of Reference were discharged throughout the course of the reporting period. This would indicate that the Committee has discharged its role as determined by Council.

6.6 Local Outcome Improvement Plan

The following table details of the 37 reports how many had a link to the themes of the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference – see Appendix 2).

Reports with links to the LOIP



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 37 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	1
Number of reports where the Committee has amended officer recommendations	3
Number of reports approved unanimously	33
Number of reports requested by members during the consideration of another report to provide additional assurance and not in forward planner	3
Number of Service Updates requested	6
Number of decisions delayed for further information	0
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	0
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	0
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	0

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

Number of notices of motion	1
Number of times Standing Orders were suspended and the specific Standing Orders suspended	0
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	0

7. TRAINING REQUIREMENTS

7.1 Training opportunities for elected members in the financial year 2020/21 were limited due to the impact of the Covid-19 pandemic. However, the following training did take place during this period for members. Waste and Recycling, held on 27 September 2021 and Councillors Code of Conduct held on 24 May 2021. In April 2021, responsibility for the training of elected members transferred from Customer Experience to People and Organisational Development.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

8.1 3 declarations of interest were made by a Councillor during the reporting period. Information in respect of declarations of interest is measured 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 Civic Engagement in relation to all Traffic Orders has been carried out at the various stages of the legal process with Community Councils and through public consultations. Any objections received through the process have been presented to the Committee to allow an informed decision to be made.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Anticipated Attendance	Attendances
Director of Customer Services	6	6
Chief Operating Officer	6	5
CO-Finance	6	6
CO-Governance	6	6
CO-Operations and Protective Services	6	6
CO – Early Intervention and Community Empowerment	6	6
CO – Integrated Children's and Family Services	6	6
CO-Data and Insight	6	5

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 recommended that each Committee should annually review its effectiveness, including its information reporting needs, to help ensure that each Committee was following its Terms of Reference; operating effectively; and would assist in identifying any training needs or improvements to the Council's decision-making structures.

- 11.2 It can be seen from the statistics in the annual report that no reports were required to be delayed and the vast majority of business was approved or noted unanimously. Nearly all business was able to be considered in public, which assists in maintaining transparency in the democratic process, with only one exempt report.
- 11.3 Occasionally a number of motions and amendments are submitted on the day of the committee. The Executive Lead may seek short adjournments to enable robust consideration by officers of such motions and amendments. This will help to further enhance the decision making process for elected members by ensuring they are able to make fully informed decisions.

12. NEXT YEAR'S FOCUS

- 12.1 In March 2021, Council approved the current Terms of Reference and a further review of the Terms of Reference will be reported to Council in March 2022. 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 The Committee's Business Planner demonstrates commitment to the Council's Policy Statement which is categorised under the themes of economy, people and place. The Committee's business is related to all three themes.
- 12.3 Areas of focus from the Business Planner for the next reporting period will continue to include traffic management and regulation, road winter service plan, child poverty and void housing.

**Operational Delivery Committee Terms of Reference
Approved by Council on 3 March 2021**

PURPOSE OF COMMITTEE

1. To monitor the delivery of all services provided by the Customer Services Function and the Operations Function (with the exception of educational services). It will also scrutinise performance and approve options within set budgets to ensure best value and delivery of the Council's agreed outcomes.

REMIT OF COMMITTEE

The Committee will, for all services except educational ones:-

- 1.1 The Committee will, in respect of the Customer Services Function and the Operations Function (with the exception of educational services):-
 - 1.1.1 oversee, and make decisions relating to, service delivery;
 - 1.1.2 approve options to improve/transform service delivery
 - 1.1.3 scrutinise operational performance and service standards in line with the Performance Management Framework and consider recommendations for improvements where required
 - 1.1.4 receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;
 - 1.1.5 approve all policies and strategies relative to its remit; and
 - 1.1.6 receive reports on inspections and peer reviews in order to ensure best practice and note any actions arising from those inspections and reviews
- 1.2 in undertaking the aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.
- 1.3 The Committee may make recommendations to the appropriate committee(s) or sub committee(s) on areas affecting the Customer Services Function or the Operations Function (with the exception of educational services) where the authority to approve sits within the remit of another Committee or Sub Committee

Appendix 2 – LOIP Stretch Outcomes (as at time of reporting period)

Economy

1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026

