

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	13 December 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Council Annual Effectiveness Report and Committee Annual Effectiveness Reports
REPORT NUMBER	COM/21/302
DIRECTOR	Gale Beattie, Director of Commissioning
CHIEF OFFICER	Fraser Bell, Chief Officer - Governance
REPORT AUTHOR	Martyn Orchard
TERMS OF REFERENCE	14

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual effectiveness report for Council to enable Members to provide comment on the data contained within, as well as the annual effectiveness reports of the various Committees, which have been considered by those Committees.

2. RECOMMENDATIONS

That Council:-

- 2.1 provide comments and observations on the data contained within the Council annual effectiveness report 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 Terms of Reference

- 3.1 The annual committee effectiveness reports were introduced in 2018/19 following a recommendation from the Chartered Institute of Public Finance and Accountancy (CIPFA) as part of the Council's work towards securing that organisation's accreditation in governance excellence. The Terms of Reference set out that each Committee will review its own effectiveness against its Terms of Reference through the mechanism of the annual report.

- 3.2 The annual effectiveness reports were mentioned by CIPFA in their report which awarded the Mark of Excellence in Governance accreditation to Aberdeen City Council. CIPFA highlighted the implementation of the annual effectiveness reports as a matter of good practice in governance and were encouraged that, during consideration of the reports at Committee and Council, Members had made suggestions for improvements to the reports in future years.
- 3.3 As well as the CIPFA Accreditation, Committee Services also won SOLAR Administration Team of the Year in March 2020 in recognition of the introduction of the annual committee effectiveness reports and the process which allows Committees to examine how they can improve the way they do business, while providing assurance that they are undertaking their role effectively.
- 3.4 In considering the Best Value Assurance report at its meeting on 23 August 2021, the Council welcomed the positive commentary in relation to the Council's strong, effective and well-established governance arrangements receiving external recognition. The Accounts Commission commented that the major transformation programme undertaken by the Council, with the Target Operating Model and digital strategy at its centre, had led to improvements in organisational structure and governance. The significant changes to the governance arrangements were recognised to be well established, robust and effective, and had led to a better understanding among members of how committees are expected to contribute to council business. It was also noted that the governance put in place had received external recognitions when the Council became the first Scottish Council to be awarded CIPFA's Governance Mark of Excellence.
- 3.5 Data from the annual effectiveness reports has been used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference were correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they could be reviewed and revised if necessary. The information from the effectiveness reports will also be used to feed into the Annual Governance Statement.
- 3.6 The reports provide a mechanism for each committee to annually review its effectiveness, including data on attendance, any late reports, referrals to Council and the number of times officer recommendations were amended, and to ensure that it is following its Terms of Reference.
- 3.7 Similarly, recording the sections or stretch outcomes of the Local Outcome Improvement Plan (LOIP) which apply to each report allows Members to be aware of the direct impact of any proposals before them on the LOIP, and gives a general overview at the end of each year of the number of reports which have had an impact on the LOIP stretch outcomes. Officers also actively review the data gathered to ensure that it aligns to the Council's operating model and decisions taken by the Council throughout the year. Members will be aware that the refreshed LOIP 2016-2026 was endorsed by the Strategic Commissioning Committee on 6 October 2021.

- 3.8 Any comments from Members on areas of data that should be considered would be welcomed to ensure that Members are presented with meaningful data.
- 3.9 The annual report for 2020/2021 is therefore appended for the Council's consideration. It should be noted that the annual reporting period for 2020/21 is longer than previous years due to the Covid-19 pandemic, which resulted in meetings being cancelled in the first half of 2020/21.
- 3.10 Additional meetings of the Urgent Business Committee took place during the 2020/21 reporting period as a result of the pandemic. The relevant statistics are included in section 13 of the Council annual effectiveness report, however the headline figures are as follows:-
- 7 meetings took place which contained 25 reports, only one of which was exempt
 - 18 reports were approved unanimously (72%)
 - 4 reports were considered where the committee amended officer recommendations (16%)
- 3.11 Section 13 of the Council annual effectiveness report provides combined data for all Committees during the reporting period.
- 3.12 Also appended are the annual reports for the various Committees which have been (or shortly will be) considered by the respective Committees. At the time of publication, the annual reports have been considered by seven of the eleven Committees, with the Public Protection, Strategic Commissioning, Licensing and Pensions Committees still to meet on 7, 8, 14 and 17 December 2021 respectively.
- 3.13 The annual effectiveness reports have been noted at all Committee meetings where they have been considered.
- 3.14 The Operational Delivery Committee requested that officers look at Terms of Reference 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), noting that no reports had been presented to committee in that regard, and to investigate what other local authorities were doing in relation to inspections and peer reviews and whether any reviews should be presented to the Operational Delivery Committee in future.
- 3.15 The Staff Governance Committee noted a query in relation to whether the Committee was fully acting as a safety committee within s2(7) of the Health and Safety at Work Act etc 1974 (as referred to in the Terms of Reference) and that the Chief Officer - People and Organisational Development would discuss the matter outwith the meeting with the Chief Officer - Governance and the Corporate Health and Safety Lead to ascertain whether any amendments were required to the either the reports presented to Committee or to its Terms of Reference.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications from the recommendations of this report.

5. LEGAL IMPLICATIONS

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

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	N/A		
Compliance	Failure to submit this report would mean that the Council would not be complying with its instruction that all committees and Full Council receive such a report each year.	L	Council is given the opportunity to consider the reports and provide feedback on any amendments Members would wish to see in the content so that this can be taken on board for next year's Scheme of Governance review.
Operational	N/A		
Financial	N/A		
Reputational	N/A		
Environment / Climate	N/A		

7. OUTCOMES

There are no links to the Council Delivery Plan, however the committee effectiveness annual reports link to the Scheme of Governance, by ensuring that each committee is fulfilling its Terms of Reference.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

- A Council Annual Effectiveness Report 2020/21
- B Planning Development Management Committee Annual Effectiveness Report 2020/21
- C City Growth and Resources Committee Annual Effectiveness Report 2020/21
- D Operational Delivery Committee Annual Effectiveness Report 2020/21
- E Staff Governance Committee Annual Effectiveness Report 2020/21
- F Education Operational Delivery Committee Annual Effectiveness Report 2020/21
- G Capital Programme Committee Annual Effectiveness Report 2020/21
- H Audit, Risk and Scrutiny Committee Annual Effectiveness Report 2020/21
- I Public Protection Committee Annual Effectiveness Report 2020/21
- J Strategic Commissioning Committee Annual Effectiveness Report 2020/21
- K Licensing Committee Annual Effectiveness Report 2020/21
- L Pensions Committee Annual Effectiveness Report 2020/21

11. REPORT AUTHOR CONTACT DETAILS

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