

## ABERDEEN CITY COUNCIL

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| <b>COMMITTEE</b>          | Council  |
| <b>DATE</b>               | 13 December 2023   |
| <b>EXEMPT</b>             | No   |
| <b>CONFIDENTIAL</b>       | No   |
| <b>REPORT TITLE</b>       | Council Annual Effectiveness Report and Committee Annual Effectiveness Reports |
| <b>REPORT NUMBER</b>      | COM/23/380   |
| <b>DIRECTOR</b>           | Gale Beattie, Director of Commissioning  |
| <b>CHIEF OFFICER</b>      | Vikki Cuthbert, Interim Chief Officer - Governance (Assurance)                 |
| <b>REPORT AUTHOR</b>      | Martyn Orchard   |
| <b>TERMS OF REFERENCE</b> | 14   |

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### 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 report as contained at Appendix A; and
- 2.2 note the annual reports of the various committees as contained at Appendices B to J.

### 3. CURRENT SITUATION

#### 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 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 Data from the annual effectiveness reports is used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference are correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they can be reviewed and revised if necessary. The information from the effectiveness reports has also been used in the past to feed into the Annual Governance Statement.
- 3.4 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.
- 3.5 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.
- 3.6 The annual effectiveness reports were delayed to allow the newly established committees to have a full year of data to report.
- 3.7 Any comments from Members on areas of data that should be considered would be welcomed to ensure that Members are presented with meaningful data.
- 3.8 The annual effectiveness report for 2022/2023 is therefore appended for Council's consideration.
- 3.9 Also appended are the annual effectiveness reports for the various committees which have been (or shortly will be) considered by the respective committees. At the time of publication of this report, the annual reports have been considered by eight of the ten committees, with the Licensing and Pensions Committee still to meet on 12 and 15 December 2023 respectively. The Pensions Committee annual report is not appended to this report due to its meeting taking place after the Council meeting.
- 3.10 The annual effectiveness reports have been noted at all committee meetings where they have been considered to date.
- 3.11 Section 14 of the Council annual effectiveness report provides combined data for all committees during the reporting period.

#### **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. ENVIRONMENTAL IMPLICATIONS

6.1 There are no environmental implications arising from the recommendations of this report.

## 7. MANAGEMENT OF RISK

| Category                     | Risk  | Low (L)<br>Medium (M)<br>High (H) | Mitigation  | *Does Target Risk Level Match Appetite Set? |
|------------------------------|---|-----------------------------------|---|---|
| <b>Strategic Risk</b>        | N/A   |                                   |   | Yes   |
| <b>Compliance</b>            | 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<br>Members would wish to see in the content so that this can be taken on board for next year's Scheme of Governance review. | Yes   |
| <b>Operational</b>           | N/A   |                                   |   | Yes   |
| <b>Financial</b>             | N/A   |                                   |   | Yes   |
| <b>Reputational</b>          | N/A   |                                   |   | Yes   |
| <b>Environment / Climate</b> | N/A   |                                   |   | Yes   |

## 8. OUTCOMES

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

## 9. IMPACT ASSESSMENTS

| Assessment                        | Outcome   |
|-----------------------------------|---|
| Impact Assessment                 | It is confirmed by Interim Chief Officer - Governance (Assurance), Vikki Cuthbert, that no impact assessment is required. |
| Data Protection Impact Assessment | Not required  |

## 10. BACKGROUND PAPERS

None

## 11. APPENDICES

- A Council Annual Effectiveness Report 2022/23
- B Net Zero, Environment and Transport Committee Annual Effectiveness Report 2022/23
- C Anti-Poverty and Inequality Committee Annual Effectiveness Report 2022/23
- D Planning Development Management Committee Annual Effectiveness Report 2022/23
- E Staff Governance Committee Annual Effectiveness Report 2022/23
- F Communities, Housing and Public Protection Committee Annual Effectiveness Report 2022/23
- G Education and Children's Services Committee Annual Effectiveness Report 2022/23
- H Finance and Resources Committee Annual Effectiveness Report 2022/23
- I Audit, Risk and Scrutiny Committee Annual Effectiveness Report 2022/23
- J Licensing Committee Annual Effectiveness Report 2022/23

## 11. REPORT AUTHOR CONTACT DETAILS

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