

Staff Governance Committee Annual Effectiveness Report 2022/2023



Contents

1. Introduction from Convener.....	3
2. The Role of the Committee	4
3. Membership of the Committee during 2022/2023.....	6
4. Membership Changes.....	7
5. Member Attendance	7
6. Meeting Content.....	8
7. Reports and Decisions	10
8. Reports with links to the Local Outcome Improvement Plan	11
9. Training and Development	12
10. Code of Conduct Declarations and Transparency Statements.....	13
11. Civic Engagement.....	13
12. Executive Lead to the Committee - Commentary	13
13. Trade Union Comments	14
14. The Year Ahead	14
Appendix 1. Local Outcome Improvement Plan Stretch Outcomes.....	16

1. Introduction from Convener

- 1.1 I am pleased to present the annual effectiveness report for the Staff Governance Committee (SGC). The annual effectiveness reports have been in place since 2018/19, following a recommendation made by CIPFA in their review of the Council's governance arrangements, namely that Committees review the extent to which they had operated within their Terms of Reference, through an annual report. The annual effectiveness report represents good practice in governance and also informs the annual review of the Council's Scheme of Governance, enabling officers to identify if any changes are required, for example, to the Committee Terms of Reference. The presentation of the annual reports was temporarily paused due to the disruption to committee meetings as a result of the pandemic, and then to allow time for the new committee structure to bed in following the local government elections in May 2022.
- 1.2 During the reporting period, the Committee has approved some particularly important pieces of work, two such examples being the agreement to sign up to the Menopause Workplace Pledge and the Pregnancy Loss Pledge, ensuring that the Council continues to be a supportive and understanding place for employees going through the menopause or suffering the heartbreak of pregnancy loss.
- 1.3 2024 will be a busy year for the Committee, with a number of key staffing policies due to be presented for consideration, as well as an update on the Zero Tolerance work, and I look forward to working with Members, Trade Union colleagues and officers to ensure that we continue to deliver the best outcomes for our staff.
- 1.4 I am also pleased to note from this year's effectiveness report that the Committee has been unanimous in approving all the reports presented, as it demonstrates the ongoing positive working relationships between Members, Trade Union Advisers and officers which ensure that the Committee continues to operate effectively.



Councillor Neil Copland
Convener – Staff Governance Committee

2. The Role of the Committee

PURPOSE OF COMMITTEE

To act as a consultative forum for discussion between management, elected members and trade unions, on matters relating to staff in the pursuit of a workplace culture that reflect the requirements of a 21st Century public sector organisation.

Through partnership working, the committee will support the Council becoming an employer of choice by promoting positive values, behaviours, training and recruitment and ways of working.

The Committee also acts as safety committee within s2(7) of the Health and Safety at Work etc Act 1974 and keeps under review measures taken to ensure the health and safety at work of employees. The committee provides a channel of communication, co-operation and involvement between the Council and trade union representatives on all relevant health and safety matters.

REMIT OF COMMITTEE

1. Partnership approach arrangements

The Committee will:

- 1.1 seek to maintain good relationships and model a partnership approach between the Council and trade unions;
- 1.2 provide a decision making forum, for the resolution of staffing matters that cannot be resolved through normal processes including but not restricted to conditions of service (except teachers¹); and
- 1.3 consider reports by the Chief Officer – People and Organisational Development on matters following a request by a trade union advisor provided always that the Chief Officer – People and Organisational Development 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. Strategic Workforce Plans and Policies

The Committee will:

- 2.1 approve the Framework Agreement for Industrial Relations (the FAIR agreement);
- 2.2 approve strategic workforce plans which reflect the requirements of a 21st Century Council in terms of staff, skills and attributes;
- 2.3 approve framework documentation in relation to workforce culture;
- 2.4 approve strategic training and development plans for the whole organisation;
- 2.5 approve all staff policies, these being policies where the predominant factor affects the expected behaviour and actions of staff;

- 2.6 monitor equality in employment and ensure that the Council, as an employer, complies with its statutory equal pay and other equality responsibilities; and
- 2.7 receive people performance data to enable the monitoring of the wellbeing of our staff including but not limited to absence data.

3. Health, Safety & Wellbeing of Staff

The Committee will:

- 3.1 approve health, safety and wellbeing policies
- 3.2 monitor performance and compliance across all functions of the Council in respect of
 - i. Health and safety legislation
 - ii. Health, safety and wellbeing policies
 - iii. Health and safety recommendations, including those from external inspection bodies

4. Employment Appeals and Disputes

The Committee will:

- 4.1 approve the procedure for the Appeals Sub Committee.

MEMBERSHIP

Elected members

Local trades union representatives as advisers – two named advisers from each of the following trades unions:

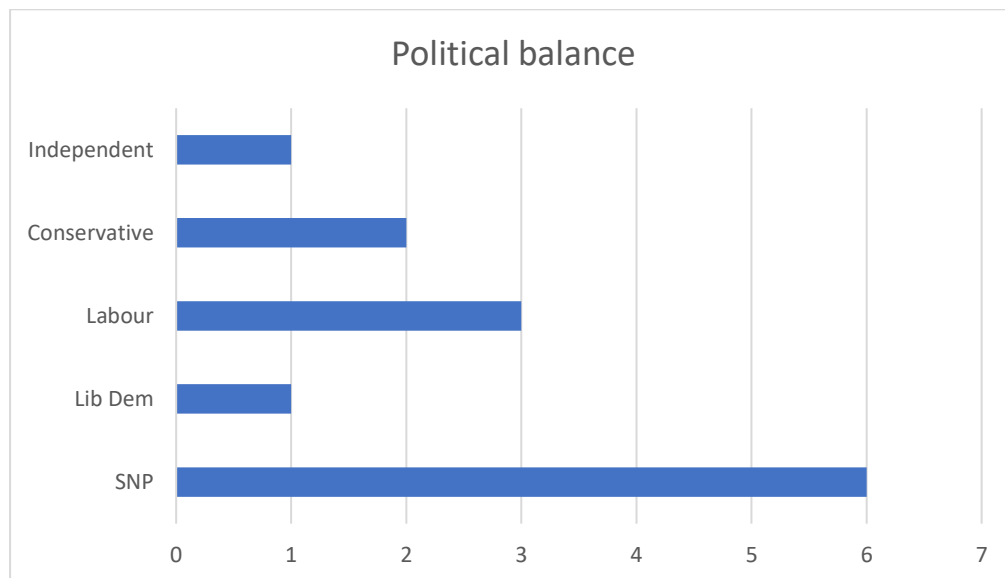
- Unison
- Unite
- GMB
- Educational Institute of Scotland (EIS)
- Scottish Secondary Teachers' Association (SSTA); and
- VOICE

Executive Lead: Chief Officer – People and Organisational Development

3. Membership of the Committee during 2022/2023

3.1 The Staff Governance Committee has 13 members.

3.2 The Committee composition is presented below:-



3.3 The Committee also has Trade Union Advisers who attend the meeting, but are not members of the Committee. The Advisers can however ask questions and participate in any debate, but do not have the ability to move or second motions or amendments, nor to vote.

4. Membership Changes

- 4.1 Former Councillor Avril MacKenzie was in attendance at the November 2022 Committee meeting, however sadly passed away in December 2022. Councillor Massey joined the Committee from the meeting of 13 March 2023.
- 4.2 Councillors Boulton and Graham were members of the Committee to the meeting of 26 June 2023 and were then replaced by Councillors Crockett and Ali respectively.

5. Member Attendance

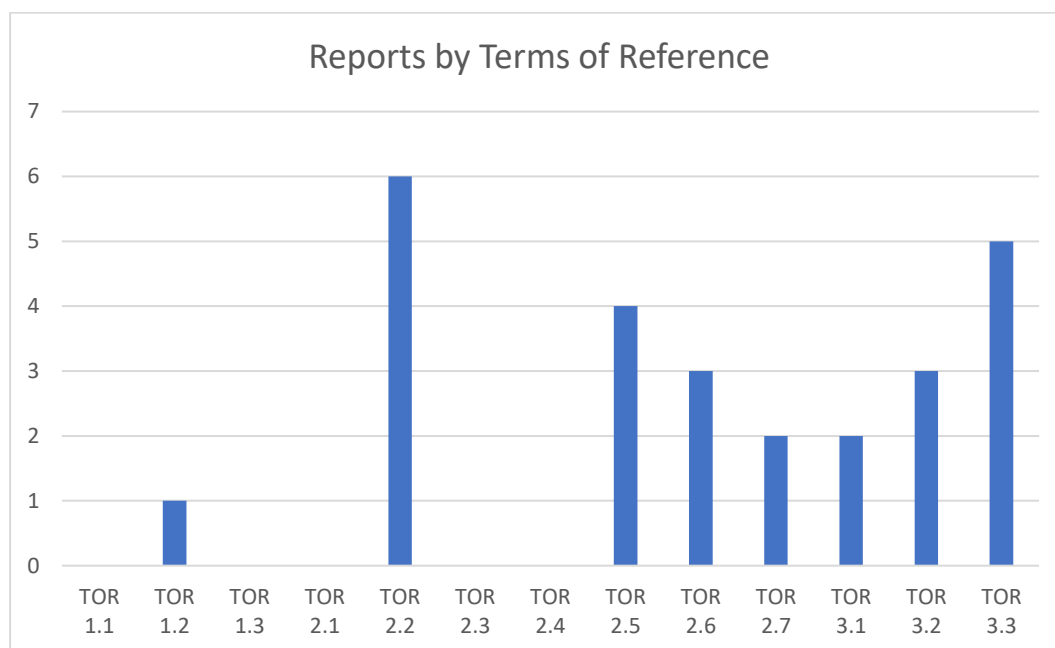
Member	Total Anticipated Attendances	Total Attendances	Substitutions
Councillor Neil Copland	5	5	
Councillor Gill Al-Samarai	5	5	
Councillor Nurul Hoque Ali	1	1	
Councillor Marie Boulton	4	4	
Councillor David Cameron	5	3	Councillor Kairin van Sweeden Councillor Michael Hutchison
Councillor Barney Crockett	1	0	
Councillor Derek Davidson	5	5	
Councillor Steve Delaney	5	3	Councillor Miranda Radley Councillor Ian Yuill
Councillor Lee Fairfull	5	5	
Councillor Gordon Graham	4	4	
Councillor Sandra Macdonald	5	4	Councillor Kate Blake
Councillor Neil MacGregor	5	4	Councillor Miranda Radley
Councillor Avril MacKenzie	1	1	
Councillor Duncan Massey	3	3	
Councillor Ken McLeod	5	5	
Councillor Lynn Thomson	5	5	

6. Meeting Content

6.1 During the 2022/2023 reporting period (14 October 2022 to 14 October 2023), the Committee had five meetings and considered a total of 21 reports.

6.2 Terms of Reference

6.2.1 The following chart details how reports aligned to the Terms of Reference (set out at section 2 above) for the Committee.



6.2.2 During the course of 2022/2023 the Committee received reports under the majority of its main Terms of Reference.

6.2.3 As the committee structure was reviewed in late 2022, very few changes to the Terms of Reference were made following the June 2023 Scheme of Governance review. Any changes made were generally to provide clarity where required and ensure consistency between committees. The new Terms of Reference will continue to be monitored throughout the year, in preparation for the 2024 Scheme of Governance review.

6.2.4 The Staff Governance Committee Terms of Reference were slightly amended in 2023, and so the figures in the table above reflect a mixture of the current and previous Terms of Reference. For example, the reports listed under TOR 3.3 reflect the quarterly corporate health and safety reports which previously fell under TOR 3.3, but now sit under TOR 3.2 in the new Terms of Reference.

6.2.5 The majority of reports fell under Terms of Reference 2.2, namely “approve strategic workforce plans which reflect the requirements of a 21st Century Council in terms of

staff, skills and attributes” and Terms of Reference 3.2 / 3.3, which relate to the monitoring of performance and compliance in respect of health and safety.

- 6.2.6 There were no reports under TOR 1.3 “consider reports by the Chief Officer – People and Organisational Development on matters following a request by a trade union advisor provided always that the Chief Officer – People and Organisational Development 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” which suggests that the ongoing close working between officers and Trade Union colleagues outwith the committee meetings is helping to resolve any matters raised.
- 6.2.7 Similarly, there has been no requirement during the reporting period to approve the Framework Agreement for Industrial Relations (the FAIR agreement); nor approve framework documentation in relation to workforce culture; (Terms of Reference 2.1 and 2.3 respectively) but both remain relevant Terms of Reference to be retained as they will likely be reported to future meetings. While TOR 2.3 “approve strategic training and development plans for the whole organisation” has not specifically been used for any of the reports to Committee, many of the reports have referenced existing training which is being provided to officers.

7. Reports and Decisions

7.1 The following information relates to the committee reports and Notices of Motion presented to Committee throughout the reporting period, as well as the use of Standing Orders and engagement with members of the public.

	Total	Total Percentage of Reports
Confidential Reports	0	0
Exempt Reports	0	0
Number of reports where the Committee amended officer recommendations	0*	0
Number of reports approved unanimously	21**	100%
Number of reports or service updates requested during the consideration of another report to provide additional assurance and not in business planner	0***	0
Number of reports delayed for further information	0	0
Number of times the Convener has had to remind Members about acceptable behaviour in terms of the Code of Conduct	0	0
Late reports received (i.e. reports not available for inspection at least 3 clear days before the meeting)	0	0
Number of referrals to Council under SO 34.1	0	0

*Officer recommendations were accepted, however the Committee asked for the report recommendation to read that a report was due back by June 2024, instead of Summer 2024 as listed in the report.

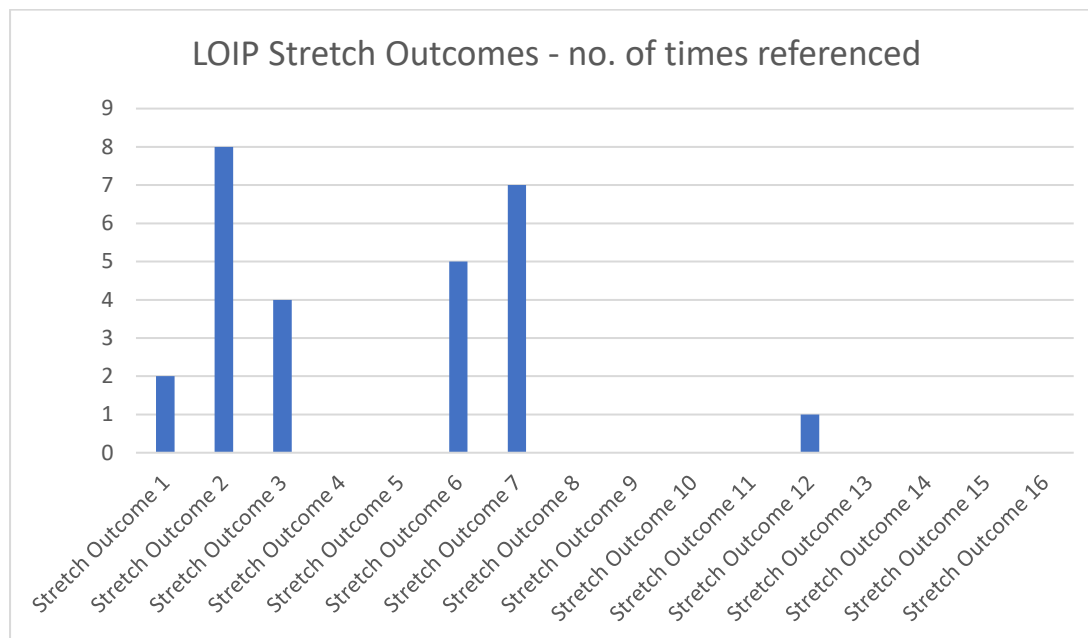
**There was one vote during the reporting period, in relation to a Notice of Motion, however there was no report relating to this motion, and all reports presented by officers were approved unanimously

***Several pieces of data were requested in relation to a few of the reports, however these were simply provided by email following the meeting, and no service update was required.

Notices of Motion, Suspension of Standing Orders, Interface with the Public	
Number of Notices of Motion to Committee	One from Councillor Tissera, referred to the Committee
Number of times Standing Orders suspended	None
Specific Standing Orders suspended	Not applicable
Number of deputations requested	None
Number of deputations heard	Not applicable
Number of petitions considered	None

8. Reports with links to the Local Outcome Improvement Plan

8.1 The following table details of the 21 reports how each report linked to the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference at Appendix 1).



8.2 Reports to the Staff Governance Committee had links to a number of the stretch outcomes, particularly those relating to economy and care experienced young people.

8.3 Many of the reports relate to initiatives which impact on the stretch outcomes which look to improve opportunities for supporting people into work, skilling and reskilling, and helping children and young people to reach their developmental milestones and have positive destinations. These include the Developing the Young Workforce and Employability Programmes reports.

8.4 Some reports considered by Committee this year have had no direct connection with specific LOIP stretch outcomes; these tend to be items such as the regular corporate health and safety report. Such reports do however have a general impact on the outcomes of the LOIP, for example, a healthy and safe workplace assists the overarching principles of the stretch outcomes within the LOIP by ensuring that resource is directed at the services required by the city. Mitigating the risk of financial penalties incurred through the Civil and Criminal Courts and from the Regulators allows available resource to be best used to ensure funding of the growth sectors of the local economy.

9. Training and Development

9.1 Training opportunities for Members relating to the Committee during the reporting period were as follows:-

- Training for Appeals Sub Committee members ahead of any employee appeals to be considered. Trade Unions were also invited to attend this training to enable them to have an understanding of the role of the Sub Committee.
- Recruitment: training for appointment chairs and panel members
- Health and Safety: lone working, personal safety, trade unions - An informal session of around 30 minutes to 1 hour covering the following: risk management, safety procedures, lone working and personal safety
- Integrated Impact Assessment - a session to provide an overview on the purpose of an Integrated Impact Assessment and how Elected Members can use this for the decision making and gauging the impact of policies and proposals.

9.2 Further development opportunities will be considered for next year based on Committee business throughout the year, Executive Lead proposals, Member feedback, Elected members Personal Development plans and any training highlighted by Subject Matter experts on what may be required to assist them in performing their roles.

10. Code of Conduct Declarations and Transparency Statements

- 10.1 There were no declarations of interest nor transparency statements made by Members during the reporting period. Information in respect of declarations of interest and transparency statements is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

11. Civic Engagement

- 11.1 Due to the nature of the Staff Governance Committee business, there are fewer opportunities for civic engagement, however if appropriate, elements of civic engagement would be introduced.
- 11.2 The Consultation Protocol allows for a minimum period of 2 weeks for Trade Union consultation. Throughout the reporting period this 2 week period has been applied as the formal consultation period, however informal consultation and engagement with the Unions has proved to be extremely advantageous in terms of early interventions and formulating policy. There are weekly Director / Union Engagement meetings, allowing Trade Union colleagues to raise issues with Directors and the Chief Officer People and Organisational Development as well as regular weekly meetings with Trade Unions and the Employee Relations and Wellbeing Manager.
- 11.3 Extensive consultation has been undertaken throughout the year in preparation for a number of reports to the Committee. For example, in the development of job families and refreshed capability framework; the development of Dynamics365, including end-user co-design, and the engagement with team members prior to the move of Aberdeen Scientific Services Labs' (ASSL) to the James Hutton Institute.

12. Executive Lead to the Committee - Commentary

- 12.1 The Committee continues to work effectively and collaboratively, and I am pleased to note that all reports were approved or noted unanimously. This is in line with the aim that there be consensus in relation to the Committee's business, and much effort has been undertaken to ensure that there is proper consultation with Trade Unions and consideration given to their views prior to items being discussed at the Committee.
- 12.2 A key piece of work presented to Committee this year was the workforce delivery plan, which was built with consideration of the external environment and the need to continue to adapt over the next 5 years in response to the changing external and internal environment and any key government policy drivers and upcoming legislative changes. Members heard about the extensive engagement with staff, through methods such as staff working groups, surveys and face to face discussions.

- 12.3 Members have also heard about the progress made with developing our young workforce, specifically around initiatives in place to support care experienced young people in the city, including an apprenticeship programme, Young Employee Network modern apprenticeships, foundation apprenticeships, guaranteed interview schemes internships such as Kickstart, traineeships and the ABZ Campus – Employment Pathways Work Experience Programme.
- 12.4 Given the nature of the Committee business will often be of interest to employees, it is vital that reports are open and transparent and I am pleased to note that all business this year was considered in public session, with no exempt reports presented.

13. Trade Union Comments

- 13.1 **EIS** - The EIS is Aberdeen City's largest teacher trade union with a membership of around 80% of all teachers employed by the City.

The EIS places great value in representing the voices of its members at this valuable forum particularly issues relating to Health and Safety.

The inclusion of TU representatives in the Staff Governance Committee underlines the successful partnership that the EIS has enjoyed with officers and elected members at this level.

It is noted that the Convener underlines this importance by always including the TU voice in policies and reports that are presented to the Staff Governance Committee.

I have represented the EIS since the committee was formed and while I will continue in my role as Joint EIS LA Secretary, I have now stood down from the committee but would like it to be noted that it has been a pleasure to serve on this forum, which I am sure my successor, Ms Zem Chefeke will find to be a similar experience.

Ron Constable
Joint EIS LA Secretary

14. The Year Ahead

- 14.1 Although there were small changes made to the SGC Terms of Reference in 2023, in accordance with the usual practice of an annual review of the Scheme of Governance, the Terms of Reference will be reviewed and officers will reflect on whether any areas require further refinement moving forward to ensure the continued efficient operation of the Committee.
- 14.2 The Committee will continue to receive any policies which are due for update or which require to be refreshed. Some of the policies due to Committee over 2024 include the Equality and Diversity Policy; Managing Performance Policy; People Development

Policy; Supporting Attendance and Wellbeing Policy; and the suite of Family Friendly Policies.

- 14.3 The Committee will also receive its regular reports on corporate health and safety data, as well as employee assistance, occupational health and sickness absence information. There will be an update on the Equality, Diversity and Inclusion Action Plan and the Employee Mental Health Action Plan Annual Progress Update. Another important report will be the work in relation to the Zero Tolerance Pledge, ensuring there is support for our staff and elected members.

Appendix 1. Local Outcome Improvement Plan Stretch Outcomes

Economy	
1.	No one will suffer due to poverty by 2026
2.	400 unemployed people supported into fair work by 2026
3.	500 people skilled/ reskilled to enable them to move into, within and between economic opportunities as they arise by 2026
People (Children & Young People)	
4.	95% of children will reach their expected developmental milestones by their 27-30 month review by 2026
5.	90% of children and young people report they feel listened to all of the time by 2026
6.	By meeting the health and emotional wellbeing needs of our care experienced children and young people they will have the same levels of attainment in education and positive destinations as their peers by 2026
7.	95% of children living in our priority neighbourhoods (Quintiles 1 & 2) will sustain a positive destination upon leaving school by 2026
8.	83.5% fewer young people (under 18) charged with an offence by 2026
9.	100% of our children with Additional Support Needs/disabilities will experience a positive destination
People (Adults)	
10.	25% fewer people receiving a first ever Court conviction and 2% fewer people reconvicted within one year 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.	Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate
14.	Increase sustainable travel: 38% of people walking and 5% of people cycling as main mode of travel by 2026
15.	Addressing the nature crisis by protecting/ managing 26% of Aberdeen's area for nature by 2026
Community Empowerment	
16.	100% increase in the proportion of citizens who feel able to participate in decisions that help change things for the better by 2026