

Public Document Pack

To all Members of the

COUNCIL

AGENDA

Notice is given that a Meeting of the Council is to be held
as follows:

VENUE: Mansion House, Priory Place, Doncaster

DATE: Friday, 19th May, 2017

TIME: 11.00 am

Jo Miller
Chief Executive

BROADCASTING NOTICE

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Issued on: Thursday, 11 May 2017

Senior Governance Officer
for this meeting:

David Taylor
01302 736712

ITEMS

1. Apologies for Absence.
2. Election of Chair of Council.
3. Election of Vice-Chair of Council.
4. Presentation of badges to the retiring Chair of Council and Consort.
5. Vote of thanks to the retiring Chair of Council and Consort.

At the conclusion of item 5 above, the meeting will stand adjourned and reconvene at 1.00pm in the Council Chamber in the Civic Office, Waterdale, Doncaster.

6. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
7. Minutes of the Council Meeting held on 2nd March, 2017. 3 - 24
8. To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.
9. Declarations of Interest, if any.

A. Items where the Public and Press may not be excluded.

For Decision

10. Results of the Combined Local and Mayoral Elections held on 4th May, 2017. 25 - 30
11. Notification by the Elected Mayor of the Composition of the Executive and the Elected Mayor's Scheme of Delegations. 31 - 32
12. Council appointed Committees and Sub-Committees Terms of Reference for 2017/18. 33 - 42
13. Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees. 43 - 58
(Notice - Approval of alternative arrangements for appointments to some Committees and Sub-Committees on a non-proportionate basis, is to be considered).
14. Appointments of Chairs and Vice-Chairs of Committees and Sub-Committees. 59 - 62
15. Diary of Meetings 2017/18. 63 - 80
16. Council Appointments to Outside Bodies 2017/18. 81 - 96
17. Member Development Programme 2017/18. 97 - 104

18.	Members Allowance Scheme 2017/18.	105 - 110
19.	Independent Person Appointed Under Section 28 of the Localism Act 2011.	111 - 116
20.	Governance Arrangements: Oversight and Transparency of the Work of External Partnerships and Council Committees.	117 - 128

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Annual Council Friday 19th May, 2017

Inauguration of Chair and Vice Chair of Council - Procedure

1. The Annual Council will be in two parts. Part 1, held at the Mansion House, covers the inauguration of the Chair and Vice-Chair of Council (also known as the Civic Mayor and Deputy Civic Mayor when not in the Council Chamber) for the forthcoming municipal year. The election to the positions appears as items 2 and 3 on the agenda. Part 2, to be held in the Council Chamber in the Civic Office, covers the remaining reports and agenda items to be presented to Council.
2. The inauguration will take place in the Ballroom of the Mansion House, commencing at 11.00am. Elected Members and DMBC Officers will be seated in the front two sections of seating. Invited guests and members of the public will be seated to the rear of the Ballroom.
3. The Chair of Council's Mayoress Kathleen Nevett, will take her seat in the Ballroom on the stage, with the Vice-Chair of Council's Mayoress, Mrs Pauline Derx. There will be reserved seating on the stage for the retiring Chair of Council, Councillor David Nevett, the retiring Vice-Chair of Council, Councillor George Derx, the Civic Chaplain, Reverend David Stevens and the Chief Executive, Jo Miller. Other visitors will have seating reserved on the sofas around the Ballroom to include the partners of nominees for the role of Vice-Chair of Council. The Macebearer and Civic Officers will be seated adjacent to the stage.
4. The Governance Officers will be temporarily relocated to the right side of the Ballroom.
5. The Macebearer will lead the Chair and Vice-Chair of Council into the Ballroom together with the Reverend David Stevens and the Chief Executive, who will then be seated on the stage.
6. Chair of Council, Councillor David Nevett, will invite the Civic Chaplain, Reverend David Stevens to say prayers. He will then formally open the meeting.

Agenda Item 1

7. Chair of Council, Councillor David Nevett, will invite nominations for the post of Chair of Council for 2017/2018. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers.
8. Chair of Council, Councillor David Nevett, will declare the result and the Macebearer will transfer the Chain of Office to the newly elected Chair of Council. The Chief Executive will invite the new Chair to take the Declaration and sign the register. The Chief Executive will countersign the register.
9. Councillor David Nevett, former Chair of Council, will be seated next to Mrs Kathleen Nevett. The Chief Executive, Jo Miller, will also have a reserved seat.

10. The newly elected Chair's first duty is to ask for nominations for the Vice-Chair of Council. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers. The result will be declared and the newly elected Vice-Chair will come forward to the platform to receive the badge of office from the newly elected Chair and take the Vice-Chair's seat.
11. In the event of the existing Vice-Chair not being elected to either position, he will temporarily take a seat within the reserved seating for Members for the remainder of Part 1.
12. A short adjournment of ten minutes will be declared while the platform party retire to the Civic Mayor's Parlour for the transfer of ceremonial robes.
13. At this point of the meeting, there will be an opportunity for the local Press to take photographs.

Presentations and Vote of Thanks

14. The Chair of Council will invite Councillor David Nevett, former Chair of Council and Mrs Kathleen Nevett, to the front of the stage for the Chief Executive to present them with their commemorative badges and Kathleen with a basket of flowers.
15. A basket of flowers will be presented to the new Consort or Mayoress.
16. The newly elected Chair of Council may choose to address the Council.
17. Members will have the opportunity to give a Vote of Thanks to Councillor David Nevett, former Chair of Council. Councillor Nevett may wish to respond.
18. The Chair of Council will declare Part 1 of the meeting closed and call for an adjournment until 1.00 p.m. Invited guests will be escorted to the Great Kitchen and offered light refreshments.
19. At 1.00 p.m. the meeting will recommence in the Council Chamber in the Civic Office. The Chair and Vice-Chair of Council will return without the ceremonial robes, accompanied by the Chief Executive and the Civic Party (if attending) to take their seats in the Chamber for Part 2 of the Annual Council Meeting.

Agenda Item 7

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL

THURSDAY, 2ND MARCH, 2017

A MEETING of the COUNCIL was held at the CIVIC OFFICE on THURSDAY, 2ND MARCH, 2017, at 2.00 pm.

PRESENT:

Chair - Councillor David Nevett
Vice-Chair - Councillor George Derx
Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillors Nick Allen, Nigel Ball, Iris Beech, Rachael Blake, Joe Blackham, Elsie Butler, Bev Chapman, Phil Cole, John Cooke, Jane Cox, Steve Cox, Jessie Credland, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Richard A Jones, Kenneth Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Craig Sahman, Alan Smith, Clive Stone, Austen White, Sue Wilkinson, Jonathan Wood and Paul Wray.

APOLOGIES:

Apologies for absence were received from Councillors Tony Corden, Linda Curran, Eva Hughes, Cynthia Ransome and Dave Shaw.

70 Declarations of Interest, if any

There were no declarations made at the meeting.

71 Minutes of the Council Meeting held on 26th January, 2017

RESOLVED that the minutes of the Council Meeting held on Thursday, 26th January, 2017, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair.

72 To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.

The Chair of Council, Councillor David Nevett, made the following announcement:-

“As you may be aware, this will be the last Council Meeting that a number of Councillors will be attending as they have chosen not to stand again to represent their Ward at the Borough Council Elections in May.

On behalf of the Council, I would like to place on record, our best wishes and acknowledge their contribution to the Borough and the manner in which they fulfilled their duties as Ward Members, during their Terms of Office.”

Following this announcement, Councillor David Nevett allowed Members to make personal statements in relation to retiring Councillors, with heartfelt thanks and tributes paid to Councillors Elsie Butler, Ted Kitchen, Pat Knight and Sue Knowles, along with Geraldine Morton, Head of Revenues and Benefits, who was retiring from the Authority at the end of March, 2017.

“I would also like to announce that last Friday, it was my great pleasure and privilege to welcome Fred Adamson and his family to the Mansion House. Fred, who is 97 years old and a D-Day Veteran, has been awarded the Légion d’honneur by the French Government which is given to those who fought and risked their lives to secure France’s liberation during the Second World War.

It was a great honour to meet Fred who kept us entertained with his stories from the war. On behalf of the Council, I would like to send our congratulations to Fred on receiving this honour.”

The Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Adult Social Care and Equalities, made the following announcement:-

“I would like to announce that we are launching the ‘Your Life, Your Way’ Campaign shortly from Adult Social Care, which promotes people to be more independent and to enable them to live their lives to the full. There are lots of different things that the Council can help with, but help from the community is also a key element to this. It was to be launched on the 6th March, 2017, and with a lot of publicity to raise awareness of this. I am looking forward to the good take up.”

Councillor Pat Knight, Cabinet Member for Public Health and Wellbeing, made the following announcement:-

“Thank you, I ask for discretion in allowing me on my last Full Council, to speak longer than the allotted time.

I will start with the Well North Project at Denaby. This was launched in September of 2015 and is supported by the national Well North Programme. The founder, Aidan Halligan, set up this scheme to help disadvantaged communities in the North of England. Doncaster put in a bid for the project and won. Denaby was chosen for the project due to its level of deprivation and potential to benefit from the work. Following the closure of the library in the previous year, the community hub had been lost. Consultation was undertaken which involved joint working with partners and communities in order to find out from local residents, what they felt to be important to their community. Over the course of a year, different aspects of the community started to come together and the library has now re-opened with the help from Re-Read. Local residents have started caring again for their village, litter picks are carried out, allotments cared for and events held for residents to come together. Local initiatives similar to this would be rolled out in different villages across the Borough as a result of its success.

With regard to the work of the Health and Wellbeing Board, firstly, they have begun the task of producing a BME Health Needs Assessment. This is well overdue and is an extensive piece of work, and its main focus would be on engagement with key groups who represented the many BME populations. The makeup of the BME communities in Doncaster was changing and the Director of public Health report in

2015 identified the inequality of health outcomes between Doncaster communities. An 'evidence safari' had been held with many actions linked to BME communities identified. There would be a great deal of work to be done on this over the next few years.

In terms of smoking, in Doncaster, there is a Tobacco Control Alliance which brings together local partners to review plans and actions related to the control of smoking in the Borough. It is estimated that 54000 people smoke in Doncaster, which in percentage terms, is 3% higher than the national average. Smoking is a very important public health concern and impacts greatly on health and social care, with the cost to the NHS, estimated to be in the region of £15 million per year. More needs to be done to help smokers quit and help and advice should be given to everyone staying in Hospital which is something that is not currently done, but it is something that will be looked at by NHS England in the future. Hospitals now have a smoke-free policy across their sites, but a lot more could be done to support people to stop smoking, with an appropriately skilled clinician employed in Hospitals to oversee and drive forward a smoking cessation service with practitioners employed in every Hospital, and Hospital Boards should be fully involved in delivering smoking related action and actions plans.

Moving on to suicide prevention, this is another initiative by the Health and Wellbeing Board, and our Suicide Prevention Plan was being looked at in order to make it more robust. Suicide prevention was a priority for DMBC as part of our Public Health responsibilities and the development of this Plan would be led by the Suicide Prevention Group, chaired by Dr Niki Seddon. There have been specific areas identified to target, including raising awareness of suicide in men, looking for signs of crisis and improving the skills of those who work in prisons, particularly male prisons, as well as those who work alongside children and young people, especially those who are mentally ill and have a history of self-harming. Additional work could be done to ensure that the safer prescription of anti-depressants and analgesics was promoted, better access to services in order to reduce isolation and improve the awareness of the availability of support services, including the promotion of the 'Safe Haven' bus and the development of the 'Crisis Café'. Finally, work needed to be done to regularly monitor and review local suicide occurrences.

As you can see, there is and has been a lot of work undertaken by Public Health and this is only the beginning. A lot of work has been done to see these studies completed and to make sure they are ongoing and not forgotten. I have started the work for my successor and I wish Mayor Jones and all colleagues in the Chamber today, continued success on making Doncaster a proud place to live, work and visit.

I would also like to thank Dr Rupert Suckling and the Public Health Team, for all their advice over the last 4 years. They have been patient and supportive when I have changed things and are a great Team, dedicated to their jobs.

Simon Wiles, Director of Finance and Corporate Services, made the following announcement:-

"I have two announcements. I would like to express my thanks to Geraldine Morton, Head of Revenue and Benefits, who retires at the end of March; so there will be the opportunity for people to say good bye between now and then. I would like to thank her particularly for her professionalism, integrity and good management that she has shown for many years at Doncaster.

I would also like to inform Members of the sad death of Diane Glancy, who many of you will know worked within the Emergency Planning Team. Her funeral will be held on Wednesday, 22nd March in the Chapel at Rose Hill at 12 noon if anyone wishes to attend.”

73 Questions from the public in accordance with Council Procedure Rule 13:-

There were no questions from the public.

74 Revenue Budget 2017/18

Prior to Members’ consideration of the report, the Monitoring Officer, Scott Fawcus, reminded Members there was a legal requirement to include in the minutes details of how each Elected Member had voted on decisions relating to the budget and level of Council Tax. Therefore, items 7, 8, 9, 10 and 11 would all be subject to a recorded vote and voting preferences would be documented in the minutes.

The Monitoring Officer also reminded Members that and Equality Implications were fundamental in making a decision and it was of utmost importance that Members had fully considered the impact on certain groups and individuals, and had given due regard to any implications of this decision under the Equality Act.

The Monitoring Officer also made reference to the Public Sector Equality Duty within today’s Revenue Budget report and the Housing Revenue Account Budget (HRA). Equality issues were fundamental to the exercise of the function of a public authority and that it was inevitable that the implementation of some of the budget proposals, would have an impact on services, service users and individuals and groups, particularly those persons with protected characteristics within the meaning of the Equality Act 2010.

Members were informed that the Revenue Budget included at Appendix M, a list of items which would require the production of detailed Due Regard Assessments before such time as these savings could be implemented. Further reports taking account of individual Due Regard Statements, would be produced and further decision making required by the Executive before those savings could be implemented.

In relation to the HRA budget, Members were requested to consider the contents of that Due Regard Statement and their obligations under the Equality Act 2010, to have due regard to the need to:-

- Eliminate discrimination, harassment and victimization;
- Advance equality of opportunity; and
- Foster good relations between those with protected characteristics and those without such characteristics.

The Mayor of Doncaster, Ros Jones, presented the report to Council, which sought approval of the Budget proposals for 2017/18.

The Mayor stated that as everyone in the Chamber was aware, the Council was facing difficult financial times. Local Authority funding continued to face brutal annual cuts from Central Government which favoured wealthy areas over less affluent Towns and Cities, like Doncaster. However, this would not let the perpetual cuts drag Doncaster down and the Mayor assured the Chamber that this would not limit the Council's ambitions for the Borough and its people. The budget proposals therefore continued to deliver the Mayor's priority of ensuring the Council was able to:-

- provide efficient and effective public services, whilst
- investing in the future of the Borough and its residents.

More specifically, the Council was succeeding in its aims to:-

- Increase jobs, apprenticeships and grow our economy – including more well paid, high skilled jobs;
- Deliver homes that met the needs of everyone;
- Raise education standards and increase opportunities;
- Deliver vital services for children and vulnerable residents, and
- Support Doncaster's communities and keep them clean, green and safe.

Members were informed that the Council had already made great progress including:-

- An 11 year high in employment figures with more than 9000 new jobs since 2013 and more than 1000 new apprentices;
- The most homes built for 15 years, nearly 1200 in 2015/16 with something for everyone - including new Council Houses, bungalows and our Extra Care facilities for older people, being developed across the Borough;
- GCSE results going up in Doncaster, bucking the national trend, with an increase in the number of Schools rated good or better. Our new National College for High Speed Rail opens later this year and our Education Commission which we will receive a report on today, is setting out the future for education in our Borough;
- A new Children's Trust to safeguard young people and an Adults Transformation Programme to improve Adult Care services giving people the choice, independence and care they require, whilst ensuring services are sustainable and fit for the future as our population ages; and
- More enforcement against people who did not respect our Borough, with thousands of fines issued against litter louts.

The Mayor referred to the current difficult times and the need to live within our means, and that to meet the Council's goals, it must modernise and improve services, and deliver value for money. Therefore, the Council intended to continue its successful schemes, such as the new energy efficient street lights, and delivering a Council structure which was reducing management costs.

The Mayor promised to support residents with the cost of living where possible; thousands of people and households had benefitted from schemes including the Big Power Switch, new solar panels and by installing insulation in Council housing.

It was reported that in this budget, the Council had minimised the increase in fees and charges and aimed to keep them in line with inflation. Some charges had also been frozen including the cost of school meals and rents at the market, and charges for children's burials and cremations had also been abolished.

It was reported that the Council had worked hard over the last three years to deliver its goals whilst minimising the impact of the draconian austerity measures; this had given the Council a solid foundation to build on.

However, the Mayor was extremely disappointed at the Government's complete failure to deal with the national funding problems facing Adult Social Care and the Health Service. Their answer, which was to underfund vital services and yet increase the financial burden on local taxpayers, was 'outrageous' as it placed a strain on those who could least afford it, through a regressive tax system that benefited wealthy areas over places like Doncaster and South Yorkshire. Unfortunately, Government policy on Local Authority funding meant that Council Tax rises were inevitable in order to sustain vital services.

The Mayor stated that through the Council's careful planning and prudent approach over the last three years, the Council had managed to limit the proposed rise in Doncaster this year to 3.99%. This meant Council Tax in Doncaster would remain one of the lowest in the Country amongst Metropolitan and Unitary Authorities, but the Mayor was deeply disappointed that the Prime Minister had forced these costs on to people who can least afford them.

The Mayor therefore pointed out that the Council's only course of action was to grow its way out of the situation which would be referred to within the Capital Programme.

In conclusion, the Mayor stated that the good news is that in Doncaster, the Council was delivering on that agenda and the promises she had made, the Mayor's approach was paying dividends for Doncaster. The Mayor thanked all of the staff, partners and colleagues in this Chamber, who had helped the Council to deliver these successes, in often difficult circumstances. This proposal continued the Council's prudent and effective, but ambitious, approach to delivering services and supporting the Borough.

The Mayor encouraged all colleagues to support this budget.

Following the Mayor's presentation of the Revenue Budget proposals, Members were afforded the opportunity to comment on the report.

In accordance with Council Procedure Rule 21.4, a recorded vote was taken on the recommendations contained within the report, which was declared as follows:-

For – 42

The Chair of Council, Councillor David Nevett, the Vice-Chair of Council Councillor George Derx, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Nigel Ball, Iris Beech, Rachael Blake, Joe Blackham, Elsie Butler, Bev Chapman, Phil Cole, John Cooke, Jessie Credland, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Kenneth Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Craig Sahman, Clive Stone, Austen White, Sue Wilkinson and Paul Wray.

Against – 1

Councillor Jonathan Wood.

Abstain – 5

Councillors Nick Allen, Jane Cox, Steve Cox, R. Allan Jones and Alan Smith.

On being put to the meeting, the Mayor's Revenue Budget was declared CARRIED.

RESOLVED that the Revenue Budget proposals for 2017/18, as detailed within the report, be approved, including:-

- (1) the revenue budget proposals for 2017/18, as detailed at Appendix B (savings £21.516m) and Appendix C (pressures £5.255m);
- (2) Council Tax to be increased by 3.99% to £1,237.81 for a Band D property (£825.21 for a Band A) for 2017/18. This includes:-
 - i. 1.99% Council Tax increase equates to an increase of £23.69 for Band D per annum, £0.46 per week (£15.79 for Band A per annum, £0.30 per week);
 - ii. 2% Government's Social Care "precept" equates to an increase of £23.80 for Band D per annum, £0.46 per week (£15.87 for Band A per annum, £0.31 per week).
- (3) the 2017/18 Grants to Third Sector Organisations outlined in paragraph 25 and as detailed in Appendix F;
- (4) the summary fees and charges analysis detailed in Appendix G together with the detailed fees and charges proposed for 2017/18 as detailed in Appendix H;
- (5) the Medium Term Financial Forecast including all proposals in the report, as detailed in Appendix J; and

- (6) a gross revenue expenditure budget of £479.7m and a net revenue expenditure budget of £213.4m, as detailed in Appendix J.

75 Capital Programme 2017/18 to 2020/21

The Council considered a report which was presented by the Mayor of Doncaster, Ros Jones, which set out the Capital Programme for 2017/18 to 2020/21. The Mayor stated that she was pleased to be able to present the Capital Programme and growing the economy, improving education, and creating new jobs was a vital part of the future of Doncaster. These goals would form the cornerstone of the Capital budget, which would see £332 million of Capital investment over the next four years. Members noted that in 2017/18, around £119 million would be spent on stimulating further growth and prosperity, and the Council would deliver projects that would help to bring highly skilled, well paid jobs to the Borough. The Mayor pointed out that the growth stimulated, would be inclusive growth, providing opportunities that local people could benefit from.

It was reported that the new National College for High Speed Rail would be opening in September 2017; a national institution that would provide cutting edge engineering training at Lakeside. This would bring university level skills training to Doncaster and would support the already thriving railway industry in the area.

The Mayor informed the Chamber that £6.6 million would be invested in Phase 2 of the Great Yorkshire Way Airport Link Road 2017/18, on which development would start this year. Phase 1 had already brought record passenger numbers to the airport and had helped to deliver hundreds of new jobs at the iPort, with more still to come despite being open for less than a year. In addition, Great Yorkshire Way was enabling new homes at Rossington and had helped to alleviate the notorious 'Cantley Crawl', with congestion along Bawtry Road significantly reduced.

It was reported that the new Urban Centre Masterplan would help to transform the centre of Doncaster and the Council would be investing more than £30 million with the support of the Sheffield City Region. This would enable Doncaster to have a strong centre that would support retail and professional services, entrepreneurial businesses and new Town Centre housing. Therefore, the delivery of the Masterplan would ensure that Doncaster's centre functioned more as a 'City Centre' which would look to ensure greater sustainability. The Masterplan would look to deliver jobs that were accessible to people across the Borough, as well as providing vibrant retail and leisure facilities for both residents and visitors alike. Members noted that development was already starting on the Railway Station forecourt area, which would provide a welcoming gateway to the Town.

Additionally, the Mayor informed Members that further investment would be made into Doncaster's market in 2017/18, in order to build on the long-term success of this valuable asset.

The Mayor reported that the Capital Programme was also being used in innovative ways. This was demonstrated with the Herten Triangle Leisure scheme, which was a Council led development that would create up to 200 new jobs, as well as delivering £300,000 of income that would then be spent on public services. Additionally, the successful Smartlight Project would be rolled out further, with the modernisation of street lights enabling the Council to both save money and reduce its carbon footprint.

These projects would not just bring new jobs, leisure facilities and improved services, but would deliver vital income and savings that would help to minimise the impact of the cuts from Central Government to the Revenue Budget.

Members noted that the Capital budget would bring the delivery of more Council Houses, with 79 new Council owned affordable units either completed or acquired in 2017/18. Additionally, over the next four years, more Council houses would be developed with new units in Askern, Armthorpe, Hatfield, Carcroft, Rossington, Bentley, Wheatley, Intake, Thorne and Moorends. Furthermore, £18 million would be spent on improving and maintaining the existing Council housing stock, and due to an anticipated funding package of £18.7 million, 1200 housing adaptations for the disabled were estimated per year.

The Council was also investing in projects to further improve the Borough's Schools, with 360 new Primary School places estimated to be created in 2017/18, whilst numerous Schools would have improvement works completed. Leisure and Culture facilities would also be improved, with Members informed that an estimated £1.4 million was to be spent over the next two years on the Borough's public leisure centres, delivered by the Doncaster Culture and Leisure Trust.

The Mayor concluded by stating the Capital Programme was a programme to help build on Doncaster's future, a bright future that invested in projects to improve Schools, housing, leisure and culture as well as providing valuable support for vulnerable people.

Following the Mayor's presentation of the Capital Programme proposals, Members were afforded the opportunity to comment on the report.

In accordance with Council Procedure Rule 21.4, a recorded vote was taken on the recommendations contained within the report, which was declared as follows:-

For – 48

The Chair of Council, Councillor David Nevett, the Vice-Chair of Council Councillor George Derx, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Iris Beech, Rachael Blake, Joe Blackham, Elsie Butler, Bev Chapman, Phil Cole, John Cooke, Jane Cox, Steve Cox, Jessie Credland, Susan Durant, Nuala Fennelly, Neil Gethin, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Richard A Jones, Kenneth Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Craig Sahman, Alan Smith, Clive Stone, Austen White, Sue Wilkinson, Jonathan Wood and Paul Wray.

Against – 0

Abstain – 0

On being put to the meeting, the Mayor's Capital Programme was declared CARRIED.

RESOLVED that the Capital Budget proposals for 2017/18 to 2020/21, as detailed within the report, be approved, including:-

- (1) the capital programme, noting the proposed investment over the next four years and what that will deliver; and
- (2) Cabinet take responsibility for agreeing any significant changes to the Schools Condition Programme and the Local Transport Plan funding, and that they be agreed in consultation with the relevant Portfolio Holder.

76 Housing Revenue Account Budget 2017/18

The Council considered a report which was presented by Councillor Jane Nightingale, Cabinet Member for Housing, which set out the Housing Revenue Account Budget proposals for 2017/18 along with the medium term financial forecast for the next three years. The account had a budget in order to break even and was targeted to have a working balance of £4 million over the next four years. Councillor Nightingale informed the Chamber that the key points to note within the report included the following:-

- Housing rents were to decrease by 1% in 2017/18 and in the two years following. This decrease was a statutory change which was included within the Welfare Reform and Work Act 2016. 2017/18 was the second of a four year period in which the 1% reduction would be applied. Whilst the reduction had significantly reduced the resources available within the HRA, Councillor Nightingale assured Members that the Council was confident that this would not reduce their ability to deliver excellent, value for money services to all its tenants. It did mean that the Council would be limited in the number of new build Council houses that it was able to delivery, but the Council was working with other partners to look at alternative options for housing delivery;
- The average rent in Doncaster would remain the lowest of all South Yorkshire Councils at £70.20 per week;
- All other fees and charges were frozen. Members noted that this was possible as the Council had invested in all areas across the Housing Service and the charges being frozen were self-funding and were not subsidised by other tenants who did not receive the services. It was reported that these charges would be kept under review in future years, in order to ensure that they remained at the correct levels; and
- The HRA continued to fund £32 million of investment within the Council Stock during 2017/18, with the main areas of investment being the new build programme, the regeneration of the Bristol Grove area in Wheatley and the continued investment in new energy efficient boilers and heating systems, and new roofs including fascias, gutters and soffits.

Following presentation of the Housing Revenue Account Budget proposals, Members were afforded the opportunity to comment on the report.

In accordance with Council Procedure Rule 21.4, a recorded vote was taken on the recommendations contained within the report, which was declared as follows:-

For – 48

The Chair of Council, Councillor David Nevett, the Vice-Chair of Council Councillor George Derx, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Iris Beech, Rachael Blake, Joe Blackham, Elsie Butler, Bev Chapman, Phil Cole, Jane Cox, Steve Cox, Jessie Credland, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Richard A Jones, Kenneth Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Craig Sahman, Alan Smith, Clive Stone, Austen White, Sue Wilkinson, Jonathan Wood and Paul Wray.

Against – 0

Abstain – 0

On being put to the meeting, the Housing Revenue Account was declared CARRIED.

RESOLVED that the Housing Revenue Account budget proposals, as detailed within the report, be approved including:-

- (1) rents be reduced from 3rd April, 2017 by 1.0%, as detailed in paragraphs 7 to 10, in line with Government policy; this will result in an average weekly rent decrease of £0.71, resulting in an average rent of approximately £70.21 per week and rents will be charged every week of the year;
- (2) the budget proposals for the HRA for 2017/18, which are contained in Appendix A, which set a balanced budget for the Housing Revenue Account and maintain a reserve of £4.0m; and
- (3) fees and charges as detailed in paragraph 13 of the report.

77 The Treasury Management Strategy 2017/18 - 2020/21

The Council considered a report, which was presented by the Mayor of Doncaster, Ros Jones, which detailed the strategy for management of the Council finances and provided a framework for the operation of the treasury management function within the Council. The Treasury Management Strategy would ensure that sufficient money was available to meet service delivery in line with the approved budgets. The key points that the Strategy focused on were described in detail within the report, but related to the following points:-

- Borrowing – whilst borrowing would increase, Members noted that the Council would still remain under-borrowed against its borrowing requirement in order to avoid the higher cost of carrying debt;

- Investments – securing the return of investment funds remained paramount, and the investment strategy would continue to manage the balances available and support cash flow requirements; and
- A low risk policy had been produced in order to protect the Council from loss.

Members noted that the strategy provided a good balance between the Council's existing maturity profile and the production of new savings to support front line budgets and service provision. Remaining under borrowed would also protect the Council from risk of loss from failed investments.

In accordance with Council Procedure Rule 21.4, a recorded vote was taken on the recommendations contained within the report, which was declared as follows:-

For – 48

The Chair of Council, Councillor David Nevett, the Vice-Chair of Council Councillor George Derx, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Iris Beech, Rachael Blake, Joe Blackham, Elsie Butler, Bev Chapman, Phil Cole, Jane Cox, Steve Cox, Jessie Credland, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Richard A Jones, Kenneth Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Craig Sahman, Alan Smith, Clive Stone, Austen White, Sue Wilkinson, Jonathan Wood and Paul Wray.

Against – 0

Abstain – 0

On being put to the meeting, the Treasury Management Strategy was declared CARRIED.

RESOLVED that

- (1) the Treasury Management Strategy 2017/18 to 2020/21 and the Prudential Indicators included therein, be approved; and
- (2) the Minimum Revenue Provision Policy, as set out in paragraphs 17 to 19 and in Appendix B to the report, be approved.

78 Council Tax Setting and Statutory Resolutions 2017/18

Members considered the Statutory Resolution report which set out how Council Tax was calculated and made recommendations regarding Doncaster's Council Tax requirement for 2017/18.

It was reported that the increase in the level of Council Tax proposed for Doncaster Council was made up of 2 main elements; these being the core Council Tax and the

Adult Social Care Precept. The proposals presented to the Chamber included an increase in the core Council Tax of 1.99% and an increase in the Adult Social Care precept of 2% which meant that the citizens of Doncaster could see their Council Tax for Council services increase by 3.99%.

The overall increase will mean an additional £47.49 for Band D Council Tax per annum which equated to £0.91 per week, and £31.65 for Band A per annum, which equated to £0.61 per week.

The Mayor stated that she was pleased to inform Members that whilst there was still a rise in Council Tax, in comparison to other Metropolitan Districts and Unitary Authorities, Doncaster was still expected to have one of the lowest levels of Council Tax in the Country and with around 60% of Doncaster's properties sitting in Band A, endeavoured to keep rises to a minimum.

Council was also requested to pass the appropriate Statutory Resolutions, as set out and recommended in Appendix B to the report, which incorporated the Council Taxes of the Joint Authorities, with the Police and Fire increases standing at 3.27% and 1.97% respectively which, taken together with Doncaster's 3.99% increase, represent a 3.81% increase from the 2016/17 Council Tax for Doncaster residents.

In accordance with Council Procedure Rule 21.4, a recorded vote was taken on the recommendations contained within the report, which was declared as follows:-

For – 43

The Chair of Council, Councillor David Nevett, the Vice-Chair of Council Councillor George Derx, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Nigel Ball, Iris Beech, Rachael Blake, Joe Blackham, Elsie Butler, Bev Chapman, Phil Cole, John Cooke, Jessie Credland, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Kenneth Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Craig Sahman, Clive Stone, Austen White, Sue Wilkinson and Paul Wray

Against – 0

Abstain – 6

Councillors Nick Allen, Jane Cox, Steve Cox, R. Allan Jones, Alan Smith and Jonathan Wood.

On being put to the meeting, the recommendation contained within the report was declared CARRIED.

RESOLVED that Council approve a Band D Council Tax for 2017/18 of £1,237.81 for Doncaster Council Services and passed the appropriate Statutory Resolutions, as set out and recommended at Appendix B, which incorporate the Council Taxes of the Joint Authorities and which, taken together with Doncaster's 3.99% increase, represent a 3.81% increase from the 2016/17 Council Tax for Doncaster residents.

The Council received a report presented by Ros Jones, Mayor of Doncaster, on the Corporate Plan for 2017/18. Members noted that the current Corporate Plan ran out at the end of 2016/17, and the Mayor was pleased to set out the Council's priorities for 2017/18 within the updated Corporate Plan.

The Mayor outlined that the Corporate Plan was presented alongside her budget proposals, and had four priority themes to focus upon which would look to improve the quality of life for residents of Doncaster. These priority themes were detailed below:-

- Doncaster Working
- Caring
- Living
- Learning

These four priority themes were under-pinned by a cross cutting theme, this being 'Connected Council', which covered the things that must be undertaken to deliver better outcomes, including enabling residents to access modern, on-line customer services.

The Mayor reported that she was grateful to the Overview and Scrutiny Management Committee for considering the Plan, and for their feedback and support, which resulted in several changes being made to the Plan which she felt was a better document as a result.

Members were informed that there was a growing £5 billion economy and record levels of residents in employment had recently been witnessed with many more new jobs in the pipeline. Services were being redesigned and more of them were being delivered in partnership. Significant budget savings had been achieved and the Council was looking forward with confidence although, it was very important not to be complacent. However, despite the positivity, Members noted that quality of life still varied significantly across the Borough and greater emphasis needed to be placed on tackling inequalities and ensuring that local people benefited from the opportunities being created, and therefore, it was essential that services were joined up and effective.

The Mayor stated that it was therefore important that the Plan shifted its focus from monitoring indicators to driving the delivery of plans and programmes. These plans were already shaping how the Council worked with the examples of the One Doncaster Action Plan, Early Help Strategy and the Place Plan given. In conclusion, the Mayor asked for Council to give its support to the updated Corporate Plan in order to guide the Council's work over the next year, to shape Doncaster's future and improve the lives of local people.

Following consideration of the report, Members of Council were invited to make any comments on the Corporate Plan. Whilst Members were largely in support of the Corporate Plan and happy to endorse it, a couple of concerns were raised which the Mayor endeavoured to answer.

Councillor Jonathan Wood, raised concerns regarding Superfast South Yorkshire, at which he expressed dismay in terms of its delivery as he felt it was failing in Doncaster with residents in outlying villages still not receiving adequate broadband services. The Mayor assured Councillor Wood she would find out more information on this issue and provide him with a written response. A concern was also voiced in respect of the airport, but Members were assured that this continued to be a priority of the Sheffield City Region to drive its success forward and increase its connectivity in the region.

RESOLVED that Council approve the updated Corporate Plan.

80 Independent Education and Skills Commission: One Doncaster Report - Statement of Implementation

The Council considered a report presented by Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools, that detailed the outcome of the review undertaken by the Independent Education and Skills Commission. Councillor Fennelly informed Members that the review resulted in an excellent piece of work that was very clear about the challenges faced by the Council. The report identified seven characteristics of an effective education and skills system, and made thirty recommendations that would look to improve, enhance and strengthen provision in the Borough. Members noted that the Commission pointed out that a lot of good work and practice was already ongoing in the Borough and in many cases, all that was needed was better connectivity.

The Council was informed that extensive consultation had been undertaken on the 'One Doncaster' report and the response had been overwhelmingly positive, with useful feedback resulting in the reconfiguring of certain details of the report in order to enable it to move forward for delivery, with the Team Doncaster Strategic Partnership response and statement of implementation presented at the Business Doncaster Ambassador Event on 1st February, 2017.

Councillor Fennelly explained that one of the key points of the report to create a Board specifically concerned with Skills and Education, was now being acted upon, with members from different partners appointed as Joint Chairs. They would now work towards establishing the Board and create a detailed Implementation Plan.

Councillor Fennelly concluded by stating that Education and Skills touched on everything that was done in the Borough; it was linked to the economy, health and also to stronger and safer communities. Most importantly, it was about the greatest resource, the Borough's young people, and the sort of world that they would grow up in, the opportunities presented for them, and the role that the Council would play in growing Doncaster as a place to live, learn, work and do business. The report provided a great opportunity to do things differently and make an enormous difference that would impact both now and in generations to come.

Following the consideration of the report, Members were invited to make any comments on the documents before them. Endorsement of the report was widely supported with the 'holistic approach' to education welcomed.

RESOLVED that the response be endorsed by the Council in order to develop plans, including the formal establishment of an Education and Skills Partnership Board, to commission and oversee the implementation of the One Doncaster recommendations.

Further to a Motion unanimously passed by Council in September 2016 objecting to the new Government proposal for the High Speed 2 Route in South Yorkshire, the Mayor introduced this report. It was reported that the Government had launched a consultation on Property and Route Refinement and the final response to this consultation had to be submitted by 9th March, 2017. The Mayor outlined that the proposed Council response would be in line with the position agreed by Members at Council and the paper before them was for endorsement and comment prior to its submission.

The report presented to Members outlined the key issues that would be addressed as part of the consultation response. The new proposals would have a major impact on local residents and communities, particularly in Mexborough and Barnburgh. Additionally, the Sheffield Midland Spur Option would:-

- Provide fewer and smaller trains, giving fewer seats for Sheffield City Region passengers and reducing service frequency;
- Offer inferior connectivity to other major cities; and
- Increase journey times.

The Mayor stated that in her view, the facts made the proposals entirely unacceptable. Furthermore, since the Council had passed its Motion in September, further information had come to light that only served to reinforce the view that it was unacceptable. Members noted that far from saving the £1 billion predicted with the Sheffield Midland Spur, the new proposal would actually cost more than the Meadowhall route; both to develop and operate. Moreover, the Mayor reported that the Meadowhall option would hopefully look to deliver 1000 extra jobs and more than £350 million in GVA to the region compared with the Sheffield Midland option.

In terms of the residents of the Shimmer Estate who would be affected by the route, the Mayor stated that the consultation packages proposed to ensure that they were no worse off as a result were not enough and the Council was calling on HS2 to address this issue.

The Mayor concluded her presentation of the report by stating that the proposals were not acceptable in any way to either Doncaster or the wider region, and asked Members in the Chamber to endorse the Council's approach.

Also in attendance at the meeting, were Neil Firth, Head of Service for Major Projects and Investment, and David Pownall, Senior Project Manager, HS2, who provided Members with an informative presentation which went into great depth and explained in detail, the proposal and its impact, along with the Council's analysis of the HS2 Proposals. Following the presentation, Members were afforded the opportunity to speak on this item and a number of issues were raised.

A number of Members raised concerns in respect of the impact on residents in the Borough, largely in Mexborough on the Shimmer Estate, and also in other areas including Barnburgh, Clayton, Sprotbrough and Hickleton. Strong concerns were voiced that the compensation proposed simply did not go far enough to balance the cost, disturbance and

upset to people's lives. Several Members requested that further weight be added to this in the Council's response, in order to reinforce the devastating impact of the proposal on residents in the Borough. Significant parts of the Shimmer Estate would be affected with upheaval that could not be compensated for fairly and Members were in agreement that any proposed compensation should be considered under special circumstances, and not based on the figures originally quoted as being 'fair and reasonable' in the original scheme.

Additionally, it was requested that a quick and timely decision on the proposal be made as a priority as currently, people's lives were 'in limbo' whilst they waited for the final outcome.

Members also identified environmental and planning concerns such as the impact on Green Belt, wildlife and habitat, disregard for Planning Policy, wildlife and conservation strategies and conservation and ecology statements. It was a project of national significance and therefore, should look to deliver national benefits, but there was the feeling that this was not the case, with utter disregard for the people affected.

Members commended the Mayor and Officers for all their hard work and determination in the preparation of the Council's approach, and Officers agreed to take forward the points raised prior to the submission of the Council's response on 9th March, 2017.

RESOLVED that the Council's approach presented to the Government's consultations on their new High Speed Rail Proposals, as set out within the body of the report, be endorsed.

82 Adjournment of Meeting

RESOLVED that in accordance with Council Procedure Rule 17(I), the meeting stand adjourned at 4.10p.m, to be reconvened on this day at 4.20 p.m.

83 Reconvening of Meeting

RESOLVED that the meeting reconvened at 4.20 p.m.

84 Proposed Diary of Meetings - 2017/18

The Council considered a report which proposed a provisional Diary of Meetings for the 2017/18 Municipal Year, in order to allow Elected Members to be consulted and comment on the meeting cycle prior to its formal adoption at the Annual Meeting of Council in May, 2017.

The proposed Diary of Meetings for the 2017/18 Municipal Year, was attached at Appendix A to the report.

RESOLVED that

- (1) the proposed Diary of Meetings for the 2017/18 Municipal Year, attached at Appendix A, be noted; and
- (2) the final version of the Diary of Meetings be presented to the Annual Meeting of Council in May, 2017 for approval.

The Chair of Council, Councillor David Nevett, presented a report to the Chamber, which sought Members support in conferring the Freedom of the Borough on Ben Parkinson, MBE.

The Chair reported that Ben needed little introduction and was a well-known individual both locally and nationally, with no challenge being too great for him despite his disability. As a young boy, Ben's dream had been to join the British Paratroopers, a dream that he achieved; he fought the Battle of Rommalia Bridge on his 19th Birthday, served 7 months in Kosovo at age 20, and volunteered to deploy to Afghanistan in 2003. On 12th September, 3 weeks before the end of his tour, Ben was in a Land Rover when a huge anti-tank mine detonated under the vehicle. Ben was not given a chance of survival and was immediately flown home to be with his family. He remained in a coma for several months whilst his family and friends maintained a vigil at his bedside. Despite his disabilities, Ben had worked tirelessly and gone from strength to strength, dedicated to becoming as fit as possible, improving his physical fitness, speech and memory, and learning to walk on prosthetic limbs and hoped one day, to return to his regiment; a feat never before attempted by anyone who had suffered such a severe head injury.

Over the years since his injuries, Ben had been a Patron of 'The Pilgrim Bandits', a charity that had raised millions of pounds to help and inspire wounded soldiers to live their lives to the full, and Ben had been involved first-hand, in many fund raising efforts and had undertaken many extreme challenges in order to raise money for injured servicemen and women. Ben had been an example of inspiration to old and young alike, and had a passion for overcoming adversity.

The Chair stated that the Freedom of the Borough was the very least the Council could do to recognise the achievements of this heroic young serviceman from Doncaster, who was a brave young man with a wicked sense of humour, a winning smile and an indomitable spirit.

Following the Chair of Council's presentation, Members of the Chamber were afforded the opportunity to comment on the report. Councillors paid tribute to Ben and whole heartedly supported the request to confer the Freedom of the Borough. Members conveyed their thanks and appreciation to Ben for all that he had done for our country and acknowledged he was an inspiration to everyone.

RESOLVED that Council agree to bestow the Freedom of the Borough on Ben Parkinson, MBE, and recognised and endorsed his selflessness, determination and fighting spirit, and his passion to meet and overcome every adversity and challenge faced before him along with his ability to inspire young and old both locally and nationally.

A. Questions on Notice

No questions on notice had been received for this meeting.

B. Questions Without Notice

In accordance with Council Procedure Rule 15.2, the Chair accepted the following questions from Elected Members during Question Time:-

A. Questions to Ros Jones, Mayor of Doncaster

Q. Councillor Clive Stone asked the following question:-

“The pack we got through was informative to say the least; there was a lot of figures produced that took a lot of going through to find the answers we wanted to find out. What I would like to ask is, going back to the Budget figures, there are a lot of figures where we are saving money, but what I would like to see is, what were the original figures which we were saving money from in as much as it does not state how much. For instance, Consultancy and Agency costs; we are going to save money there, but it does not say how much the original budget was. It gives a figure, but not where we are coming from. I would like a bit more information to see how much we are saving and what the budget was originally. I am pleased to see we are saving £100,000 in Consultancy and Agency fees?”

A. The Mayor of Doncaster, Ros Jones, gave the following response:-

“I don’t think you are actually asking a question; I think you are asking for some information. I will ask Officers to provide you with more information; that is not a problem.”

B. Questions to the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Adult Social Care and Equalities

There were no questions put to Councillor Glyn Jones, Cabinet Member for Adult Social Care and Equalities.

C. Questions to Councillor Joe Blackham, Cabinet Member for Regeneration and Transport

Q. Councillor Alan Smith asked the following question:-

“Joe, I have been informed by your fellow Cabinet Members that you are the person responsible for Transport. Going back to the Capital Plan, can you please tell me when the Local Transport Policy will be produced?”

A. Councillor Joe Blackham gave the following response:-

“You are actually talking about the Local Transport Plan. It is something that’s produced on a Sheffield City Region basis and an amount of money is allocated back to Doncaster. It is not something that we have a great deal of control of on how that money is spent. For example, money is allocated for cycling provision. It is a specified sum of money that we have very little input into how this is spent.”

In accordance with Council Procedure Rule 15.7, Councillor Alan Smith asked the following supplementary question:-

Q. “So basically, we do not have any input into any kind of decision or control of what the plan comprises of?”

A. Councillor Joe Blackham gave the following response:-

“It’s the Combined Authority that takes the decisions. The allocation is then sent through to Doncaster and by and large, it is pre-allocated and ring fenced for specific uses.”

D. Questions to Councillor Tony Corden, Cabinet Member for Customer, Corporate and Trading Services

In the absence of Councillor Tony Corden, Cabinet Member for Customer, Corporate and Trading Services, the Chair of Council informed Members that any questions for Councillor Corden be submitted in writing to the Executive Office after the meeting and a response would be provided.

E. Questions to Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools

There were no questions put to Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools.

F. Questions to Councillor Pat Knight, Cabinet Member for Public Health and Wellbeing

There were no questions put to Councillor Pat Knight, Cabinet Member for Public Health and Wellbeing.

G. Questions to Councillor Chris McGuinness, Cabinet Member for Communities, the Voluntary Sector and Environment

There were no questions put to Councillor Chris McGuinness, Cabinet Member for Communities, the Voluntary Sector and Environment.

H. Questions to Councillor Bill Mordue, Cabinet Member for Business, Skills, Tourism and Culture

There were no questions put to Councillor Bill Mordue, Cabinet Member for Business, Skills, Tourism and Culture.

I. Questions to Councillor Jane Nightingale, Cabinet Member for Housing

Q. Councillor Bev Chapman asked the following question:-

“Please can you confirm that you became aware of the fly-tipping issues on the derelict Windhill site on Tuesday 14th February, following a visit from the CEO of St Leger Homes, Paul Tanney, and Local Ward Councillors?”

A. Councillor Jane Nightingale gave the following response:-

“Yes Bev, that’s right.”

J. Questions to Councillor John Mounsey, Chair of the Council’s Overview and Scrutiny Management Committee

There were no questions put to Councillor John Mounsey, Chair of the Overview and Scrutiny Management Committee.

87 Annual Report on Executive Decisions Taken Under Special Urgency Provisions

The Council considered a report which informed Members of Key Decisions taken under Special Urgency Provisions, which had been taken by the Executive between the period 1st March, 2016 and 2nd March, 2017, which had not been included on the Forward Plan. The ability to take decisions under Special Urgency, was provided for within legislation and reflected in the Access to Information Procedure Rules set out in the Council’s Constitution.

The report informed Council that one decision had been taken by the Mayor of Doncaster under Special Urgency provisions during the period:-

- Appointment of Willmott Dixon Construction Limited to deliver the construction of the National College for High Speed Rail in Doncaster.

The decision was decision taken by Mayor Ros Jones on Monday, 11th April, 2016, in consultation with Councillor John Mounsey, Chair of the Overview and Scrutiny Management Committee. A copy of the decision record and accompanying report was circulated to all Members on Monday, 11th April, 2016.

RESOLVED that the action taken in accordance with Special Urgency provisions of the Access to Information Procedure Rules, be noted.

88 To receive the Minutes of the following Joint Authorities:-

RESOLVED that the minutes of the following Joint Authorities be noted:-

- A. Sheffield City Region Combined Authority held on 30th January, 2017;
- B. South Yorkshire Fire and Rescue Authority held on 16th January, 2017; and
- C. South Yorkshire Pensions Authority held on 12th January, 2017.

89 Conveyance of Thanks

At the conclusion of formal business, the Chair of Council, Councillor David Nevett, expressed his thanks and appreciation to all Elected Members for their work and contributions over the year which had allowed them to make informed choices in the course of their deliberations. The Chair wished Members all the best for the future and thanked them for giving him the opportunity to undertake the role of Chair of Council, and stated that it was an experience he would remember for the rest of his life.

CHAIR:_____

DATE:_____

19th May, 2017

To the Chair and Members of the COUNCIL

RESULTS OF THE COMBINED LOCAL AND MAYORAL ELECTIONS HELD ON 4TH MAY 2017

EXECUTIVE SUMMARY

1. To report to the Council the results of the all-out Borough Council and Mayoral Elections held on Thursday 4th May 2017

EXEMPT REPORT

2. No

RECOMMENDATION

3. The Council is asked to note the report and make any comments in relation to the contents.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Local elections are the cornerstone of our democratic process and are important to all of our residents. Elections give the electorate the opportunity to hold politicians to account and shape the future direction of local government.

BACKGROUND

5. Elections are a significant project, which are delivered by a small core team supported by hundreds of individuals both internally across the Council and externally, who undertake various duties such as working at polling stations and the counting of votes. This is the second time Doncaster has had all-out Council Borough elections for all 55 seats, the last was in 2015. However this is the first time that all-out Council elections and Mayoral Election have been held together and this will be the pattern going forward from now on.

The Electorate for the combined election was 221,789 and 60,067 postal votes were issued to electors in a combined pack with a total of 36,087 being returned for the Mayoral election giving a Postal Vote return rate of 60.08% and a total turnout of 29.35% for the Mayoral election and 29.35% for the Local Borough Election.

It was the first time in 15 years of Mayoral Elections in Doncaster that a Mayoral candidate received more than 50% of the first preference vote with no second preference count required.

Members present at the counts will appreciate that a significant feature of the all-out elections was the need to utilise counting sheets rather than simply allocating single vote ballot papers to the relevant candidate. Overall, the elections were successfully delivered with a very significant contribution made by individuals and teams throughout the Council. A number of positive comments have been made by Candidates, Agents and staff in relation to the election process and, specifically, the verification and counts.

A summary of the results is set out at **Appendix A** of this report. The results, including the number of votes for each candidate, the rejected votes and the % turnout, are also published on the Council's website:

<http://www.doncaster.gov.uk/services/the-council-democracy/election-results-for-doncaster>

IMPACT ON THE COUNCIL'S KEY OUTCOMES

6. All elections are a statutory duty and must be carried out in accordance with statutory requirements. The Combined Local and Mayoral Elections on 4 May 2017 have been highly successful and make a positive contribution to the Council's objective of increasing participation in democracy.

LEGAL IMPLICATIONS

7. Although there are no specific legal implications associated with this report there are comprehensive statutory provisions covering the delivery of the Mayoral and Borough Elections.

FINANCIAL IMPLICATIONS

8. There are no specific financial implications associated with this report. The costs associated with local elections are expected to be contained within existing budgets.

HUMAN RESOURCES IMPLICATIONS

9. There are no significant HR implications associated with reporting the outcome of the 2017 elections.

TECHNOLOGY IMPLICATIONS

10. The Council's ICT Department was heavily involved in the election delivery. A Council network was installed at the Count venue in order to ensure that connectivity was maintained. Each Senior Counter was issued with a laptop to support the count process and the Control Table utilised the Council's Xpress elections software.

EQUALITY IMPLICATIONS

11. The Council has worked hard to ensure that voting is accessible to all. A full Polling Places review was carried out in 2015 and all Polling Stations are compliant with the requirements of the Disability Discrimination Act 1995. All Polling Stations were supplied with tactile voting devices, large print elections stationery and magnifiers to assist the visually impaired. Ramps were provided to ensure access by wheelchair users and those with mobility issues. Presiding Officers were given guidance at their training session and provided with a handbook as to how to assist electors to vote in the unlikely event that they were unable to access the Polling Station. Electors are also able to apply for a Postal Vote if they were unable to attend a polling station. Electoral Services continually review arrangements and look to improve these where possible.

BACKGROUND PAPERS

Previous Council reports.

REPORT AUTHOR AND CONTRIBUTORS

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Jo Miller
Returning Officer

Results for the Local Government Elections held on 4th May 2017

Ward	Elected	Description	% turnout
Adwick & Carcroft	Rachel Hodson David Hughes John Mounsey	Labour Party Labour Party Labour Party	25.20
Armthorpe	Tony Corden Christopher McGuinness Sue McGuinness	Labour Party Labour Party Labour Party	26.63
Balby South	Nuala Mary Fennelly John Patrick Joseph Healy	Labour Party Labour Party	28.12
Bentley	Charlie Hogarth Bill Mordue Jane Nightingale	Labour Party Labour Party Labour Party	26.02
Bessacarr	Nick Allen Neil Gethin Majid Khan	The Conservative Party Candidate Labour Party Labour Party	34.36
Conisbrough	Lani-Mae Ball Nigel Ball Ian Pearson	Labour Party Labour Party Labour Party	25.26
Edenthorpe & Kirk Sandall	David Nevett Andrea Robinson	Labour Party Labour Party	33.70
Edlington & Warmsworth	Phil Cole Tina Reid	Labour Party Labour Party	27.39
Finningley	Jane Margaret Cox Stephen Leslie Cox Allan Jones	The Conservative Party Candidate The Conservative Party Candidate The Conservative Party Candidate	33.00
Hatfield	Duncan Charles Anderson Linda Mary Curran Derek William Smith	Labour Party Labour Party Labour Party	29.85
Hexthorpe & Balby North	Glyn Allen Jones Sue Wilkinson	Labour Party Labour Party	24.91
Mexborough	Bev Chapman Sean Michael Gibbons Andy Pickering	Working for Mexborough, the forgotten town Working for Mexborough, the forgotten town Working for Mexborough, the forgotten town	27.61
Norton & Askern	Iris Beech John Anthony Gilliver Austin William White	Labour Party Labour Party Labour Party	31.81
Roman Ridge	Pat Haith Kevin Terence Rodgers	Labour Party Labour Party	30.16
Rossington & Bawtry	Rachel Blake John Nolan Cooke Mick Cooper	Labour Party Independent Labour Party	28.55

Sprotbrough	Cynthia Anne Ransome Jonathan Blundell Wood	The Conservative Party Candidate The Conservative Party Candidate	35.74
Stainforth & Barnby Dun	George Derx Ken Keegan	Labour Party Labour Party	27.84
Thorne & Moorends	Joe Blackham Susan Jane Durant Mark Stuart Houlbrook	Labour Party Labour Party Labour Party	29.75
Tickhill & Wadworth	Nigel John Cannings Martin Damian Greenhalgh	Independent The Conservative Party Candidate	35.55
Town	Nikki McDonald John McHale Dave Shaw	Labour Party Labour Party Labour Party	29.66
Wheatley Hills & Intake	Eva Theresa Hughes Jane Kidd Paul Wray	Labour Party Labour Party Labour Party	27.23

Results for the Mayoral Election held on 4th May 2017

	Elected	Description	% turnout
Mayoral	Ros Jones	Labour Party	29.35

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19th May, 2017

To the Chair and Members of the COUNCIL

NOTIFICATION BY THE ELECTED MAYOR OF THE COMPOSITION OF THE EXECUTIVE AND THE ELECTED MAYOR'S SCHEME OF DELEGATIONS

EXECUTIVE SUMMARY

1. To receive an oral report from the Mayor of Doncaster, Ros Jones, on the composition and constitution of the Executive and the names of Councillors chosen to be Members of the Executive.

RECOMMENDATION

2. To note the Mayor's oral report to Council on the composition of the Executive.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Citizens will be aware of who has been given responsibility for taking decisions. As a general rule, policy formulation and review decisions are taken by Elected Members and operational implementation decisions are taken by Officers.

BACKGROUND

4. Legislation provides for an Elected Mayor to put in place arrangements for the discharge of Executive functions. The Executive Procedure Rules within the Constitution require the Elected Mayor at the Annual Council Meeting, to inform Council of the composition of the Executive for the year ahead and to provide a broad outline of the Scheme of Delegations for the discharge of Executive functions.
5. The Scheme of Delegations sets out who is responsible for discharging Executive functions, areas of portfolio responsibility and includes decision making powers delegated to Cabinet Members (if any) and Officers. Work in preparing a new Scheme of Delegations for Executive functions is currently ongoing. Upon completion, the revised Scheme will be circulated to all Members of the Council for their information.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

6. Failure to report this information would be in breach of the Council's Constitution.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

7. This report has no direct impact on the Council's Key Outcomes, but the existence of a Scheme of Delegations for the discharge of Executive functions, will contribute to effective decision-making.

RISKS AND ASSUMPTIONS

8. There are no identified risks or assumptions relevant to this report.

LEGAL IMPLICATIONS

9. The proposals set out in this report are consistent with the requirements of the Council's Constitution.

FINANCIAL IMPLICATIONS

10. The Members' Allowances Scheme makes provision for Special Responsibility Allowances to be paid to the Mayor and Cabinet Members.

HUMAN RESOURCES IMPLICATIONS

11. There are no human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS

12. There are no technology implications associated with this report.

EQUALITY IMPLICATIONS

13. There are no specific equality implications arising from this report.

CONSULTATION

14. Should the Elected Mayor wish to make changes to the Scheme of Delegations for Executive functions, the Mayor will notify the Chief Executive by serving notice of the changes. The changes in delegation will take effect upon the Chief Executive being notified. A report notifying these changes would be reported to the next available Council Meeting.

BACKGROUND PAPERS:

Council Constitution

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Jo Miller
Chief Executive

19th May, 2017

**To the Chair and Members of the
COUNCIL**

COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2017/18

EXECUTIVE SUMMARY

1. This report seeks Council's agreement to proposed revisions to the Terms of Reference of a number of Council appointed Committees` for the reasons set out in the report.

RECOMMENDATION

2. The Council is requested to:-
 - (i) for the reasons set out at paragraph 7, agree to the proposed revisions to Terms of Reference set out at Appendix A to this report;
 - (ii) note the existing Terms of Reference for all other Committees and Sub-Committees, as set out within Part 3 of the Constitution remain unchanged; and
 - (iii) note that the Constitution will be updated to reflect any revisions to the Terms of Reference agreed at this meeting.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER

3. The Council is committed to maintaining the highest standards of Governance, and the proposed Terms of Reference allow for the proper discharge of its functions by a Committee or Sub-Committee ensuring openness and transparency in terms of the Council's decision making processes. This ensures this obligation is met.

BACKGROUND

4. At the Annual Council meeting each year, Terms of Reference for Committees and Sub-Committees appointed by Full Council are approved.
5. The current Terms of Reference of Committees and Sub-Committees of Council are set out within Part 3 of the Council's Constitution which can be accessed on the Council's website.
<http://www.doncaster.gov.uk/services/the-council-democracy/council-constitution>
6. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.

PROPOSED REVISIONS

7. In light of operational experience during the current year and as a consequence of legislative requirements, the following revisions are proposed to the Terms of Reference of Committees, set out at Appendix A to the report. Proposed deletions are crossed through whilst additions are shown in bold italics. Details for these suggested changes are shown below:-

(a) Audit Committee

The changes made to the Terms of Reference are largely typographical in nature. However, a change is proposed to 2(v). In order to ensure the Council is able to meet the requirement to approve both the Annual Governance Statement and the Annual Statement of Accounts by 31st July each year, it is proposed now to extend the delegation to the Audit Committee to approve as well as oversee the production of the Annual Governance Statement on behalf of the Council. This is a natural extension to its current authority and ensures the Council can meet the new timescales easily.

(b) Licensing Committee

The addition of 'and then to Full Council' clarifies the position as set out in 'The Local Authorities (Functions and Responsibilities) (Amendment) (England) Regulation's 2006 which provides at part 2 of the schedule at 3(e) and (f) that the Statement of Gambling Policy is a function that is not to be the sole responsibility of an authority's Executive. This means that it should be approved by the Executive and Full Council.

The Statement of Licensing Policy is required by the Local Authorities (Functions and Responsibilities) (Amendment No3) (England) Regulations 2004 at Schedule 1(1) to be a function not to be the responsibility of an Authority's Executive. This means it cannot be the decision of the Executive and should be made by Full Council. The Executive can be provided the Policy for information.

OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION

8. Council can accept, reject or accept in part, the proposals set out in this report. It is recommended that all the proposals are accepted.

RISKS & ASSUMPTIONS

9. There are no identified risks associated with this report.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 10.

	Working with our partners we will provide strong leadership and governance.	The Council is committed to maintaining the highest standards of Governance and robust Terms of Reference allow for the proper discharge of the Council's
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		functions, ensuring openness and transparency.
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LEGAL IMPLICATIONS

11. Sections 101 and 102 of the Local Government Act 1972 empower the Council to arrange for the discharge of any of its functions by a Committee or Sub-Committee. The proposals outlined in the report are consistent with these powers.

CONSULTATION

12. Relevant lead Officers for each Committee/Sub-Committee, have been invited to submit any proposed revisions to Committee and Sub-Committee Terms of Reference, the details of which are set out within paragraph 7 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

HUMAN RESOURCES IMPLICATIONS

13. There are no human resources implications associated with this report.

EQUALITY IMPLICATIONS

14. There are no specific equality implications associated with this report.

FINANCIAL IMPLICATIONS

15. There are no specific financial implications associated with this report.

TECHNOLOGY IMPLICATIONS

16. There are no specific technology implications associated with this report.

BACKGROUND PAPERS

None

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Jo Miller
Chief Executive

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AUDIT COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

FOR RECOMMENDATION TO COUNCIL:-

- (a) The adoption or revision of the Members' Code of Conduct.

DELEGATED MATTERS:- (the Committee may recommend any matter to Full Council when it considers it expedient to do so, after taking advice from the Head of Paid Service)

1. Audit Activity

- I. To consider the Head of Internal Audit's annual report and opinion, on the control environment, and reports on internal audit activity (actual and proposed), including for internal audit, the setting of Terms of Reference, ~~and for internal Audit~~, the internal audit strategy, and reviewing of resourcing and considering the level of assurance ~~the~~ **Head of Internal Audit's** annual report and opinion can give, over the council's corporate governance arrangements.
- II. To consider summaries of specific internal audit reports as requested.
- III. To consider reports dealing with the management and performance of the internal audit function.
- IV. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- V. To have the right to call any officers or agencies of the Council as required to offer explanation on progress in the implementation of audit recommendations.
- VI. To consider arrangements for cooperation between internal audit, external audit and other review agencies.
- VII. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance and to monitor the implementation of external audit recommendations.
- VIII. To consider specific reports as agreed with the external auditor.
- IX. To comment on the scope and depth of external audit work and to ensure it gives value for money.

- X. To liaise with the Public Sector Appointments Ltd over the appointment of the Council's external auditor.
- XI. To commission work from internal and external audit as resources allow.
- XII. To have the right to call any officers or agencies of the Council as required to offer explanation in the management of internal controls and risks.
- XIII. To, as required, meet privately separately with the external auditor and the Head of Internal Audit.

2. Regulatory Framework

- I. To review and where appropriate make recommendations to Council on proposed revisions to the Council's Constitution and other policies and procedures in relation to Corporate Governance issues.
- II. To review any issue referred to it by the Chief Executive or a director or any council body as the Chair considers appropriate within the general Terms of Reference of the Audit Committee.
- III. To monitor the effective development and operation of risk management and corporate governance in the Council particularly in so far as they relate to the adequacy of the internal control environment, effective management of risks, the background to the annual governance statement and production of the financial accounts.
- IV. To monitor **the Council's** ~~Council policies in 'Raising Concerns at Work' and the~~ antifraud and corruption **policy and** strategy.
- V. To oversee the production of **and approve** the ~~authority's~~ **Council's** Annual Governance Statement. ~~and to recommend its adoption.~~
- VI. To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- VII. To consider the Council's compliance with its own and other published standards and controls.
- VIII. To report and make recommendations to Cabinet or Council on major issues ~~and/or~~ **or** contraventions.
- IX. To have rights of access to other Committees of the Council and to strategic functions as it deems necessary.

- X. To maintain oversight of any major issues arising from Police or other enquiries into the conduct of the Council in order to minimise disruption to other branches of the Authority.
- XI. To receive periodic reports from appropriate Directors on probity and corporate governance issues not specifically referred to elsewhere within the Committee's Terms of Reference.
- XII. To review the Council's policy under the Regulation of Investigatory Powers Act 2000 annually and to monitor compliance with the policy on a twice yearly basis.

3. Accounts

- I. To approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- II. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

4. Ethical Governance

- I. To promote and maintain high standards of conduct by Members and officers.
- II. To grant dispensations to Councillors and Co-opted Members from requirements relating to interests set out in the Members Code of Conduct, where not delegated to the Monitoring Officer.
- III. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation.
- IV. To monitor and review the Council's Whistleblower's policy.
- V. To monitor and review protocols for standards of behaviour for Members and officers.
- VI. To monitor and review protocols for Members and officers on relationships and dealings with outside organisations and individuals.
- VII. To monitor and review Member and officer procedures relating to gifts and hospitality and disclosable pecuniary interests and other interests.
- VIII. To monitor and oversee the response by the Council to complaints to the Ombudsman.

- IX. ***To deal*** ~~Dealing~~ with complaints of alleged Member misconduct referred to the Monitoring Officer under Section 28(6) of the Localism Act 2011.
- X. ***To approve the granting*** ~~Granting~~ and supervision of exemptions from posts being designated as politically restricted.
- XI. To arrange for the exercise of all the above functions in relation to Parish Councils wholly or mainly in its area and to the members of those Parish Councils.

LICENSING COMMITTEE

This Committee is a Committee of the Council constituted:

- (1) In relation to its functions under the Licensing Act 2003, under Section 6 of that Act.
- (2) In relation to its functions under the Gambling Act 2005.
- (3) In relation to its other functions, under Sections 101 and 102 of the Local Government Act 1972.

Terms of Reference

FOR RECOMMENDATION TO COUNCIL:-

1. In respect of the relevant prescribed period to consider the adoption of the Statement of Licensing Policy.
2. During the relevant prescribed period to keep the Statement of Licensing Policy under review, and to recommend any revisions to it.

FOR RECOMMENDATION TO THE EXECUTIVE AND THEN TO COUNCIL:-

1. In respect of the relevant prescribed period to advise on the preparation, content and implementation of the Statement of Gambling Policy.
2. During the relevant prescribed period to keep the Statement of Gambling Policy under review, and to recommend any revisions to it.

DELEGATED MATTERS:-

1. To discharge the functions of the Council that are licensing functions within the meaning of the Licensing Act 2003 as amended.
2. To discharge the functions of the Local Authority as set out in the Gambling Act 2005.
3. The appointment of Licensing Sub-Committees under Section 10 of the Licensing Act 2003.
4. To determine Policies that are relevant to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions unless the policy must be determined by Full Council.
5. To exercise the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions except where the function has been delegated to Officers of the Council

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19th May, 2017

**To the Chair and Members of the
COUNCIL**

LOCAL GOVERNMENT AND HOUSING ACT 1989 - REVIEW OF THE ALLOCATION OF SEATS ON COMMITTEES AND SUB-COMMITTEES

EXECUTIVE SUMMARY

1. At its Annual Meeting, the Council is required to:-
 - (1) allocate seats on Committees of the Council having regard to political balance in accordance with the provisions of the Local Government and Housing Act 1989; and
 - (2) make appointments and co-options to other Committees and Sub-Committees of the Council.
2. Members are asked to note that this report sets out the position on the proportional allocation of seats on the basis of the number of Elected Members in each Political Group. This report does not account for any further changes in the composition of Political Groups that may occur prior to this meeting of Council or any changes to the size of Committees that are detailed in this report. If there are further changes, it will be necessary to defer consideration of this report pending a recalculation of seat allocations.

RECOMMENDATIONS

3. That the Council:-
 - (1) resolves before any adjustments are determined, that seats on Committees and Sub-Committees are allocated, as set out in the Table at paragraph 25 of the report;
 - (2) determines the necessary adjustments that the Labour Group lose 1 seat on 2 different Committees/Sub-Committees;
 - (3) as a consequence of the loss of the 2 seats at (2) above, allocate the 2 seats to the Independent Members, Councillors Nigel Cannings and John Cooke;
 - (4) determines the appointment of Members to Committees and Sub-Committees in accordance with the wishes of Political Groups;
 - (5) notes that in appointing members to the Audit Committee, in accordance with CIPFA guidance, any Member appointed to Cabinet, should not be a member of the Audit Committee;
 - (6) notes the requirement to include at least one Executive Member on

the Chief Officers Appointments Committee;

- (7) determines the appointment of Members as substitutes in respect of the following Committees and Sub-Committees, in accordance with the wishes of Political Groups:-
 - (a) Chief Officers Appointments Committee
 - (b) Chief Officers Appeals Committee
 - (c) Employee Relations Disputes Resolutions Committee
- (8) for the reasons set out at paragraph 8(iii) of the report, agree that the rules of proportionality do not apply to the Licensing Committee;
- (9) subject to (8) above, appoint Members to sit on the Licensing Committee (14 Members);
- (10) determines the appointment of Members to the following:-
 - (a) Joint Safety Committee (4 Members + 4 Substitutes)
(3 Labour Group Members and 1 Conservative Group Member);
 - (b) Parish Councils' Joint Consultative Committee (6 non-executive Members on a political proportionate basis (5 Labour Group Members and 1 Conservative Group Member); and
 - (c) Member Development Working Group (Cabinet Member with responsibility for Member Training and Development and 1 Member from each Political Group).
- (11) approves the revisions to the membership of the Health & Wellbeing Board, as detailed at paragraph 55 of the report;
- (12) endorse the appointments of John Hoare as the Church of England representative and Bernadette Nesbit as the Roman Catholic representative on the Children and Young People's Overview and Scrutiny Panel and on the Overview and Scrutiny Management Committee where this is considering issues relating to education matters;
- (13) Agree that that the number of Overview and Scrutiny Parent Governor Representatives be reduced from 3 to 2 for the reasons stated at paragraph 42 and any appointments to the 2 outstanding vacancies be determined by OSMC during the course of the year;
- (14) agrees that future appointments made during the course of the year to any of the Overview and Scrutiny Co-opted Member vacancies, be determined by the Overview and Scrutiny Management Committee;
- (15) determines the appointment of workforce representatives as non-voting invitees onto the Overview and Scrutiny Management Committee and the Standing Panels, as detailed at paragraph 44 to 45 of the report;

- (16) agree that the Overview and Scrutiny Management Committee appoint as necessary, any further non-voting invitees to its membership or the membership of the Standing Panels during the course of the year, should it deem necessary;
- (17) David Harle and Monica Clarke be re-appointed as non-voting co-opted Members on the Audit Committee for a 4 year period, to align their terms of office with those of Elected Members and be reviewed at the Annual Council Meeting in 2021, and
- (18) agree that future reviews on the proportional allocation of seats on Committees and Sub-Committees, be limited to the Annual Meeting and if appropriate, a mid-point in the year.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

- 4. The Council is committed to maintaining the highest standards of governance. By appointing to Committees in line with recommendations within this report, the Council satisfies its legal requirements for appointments to Committees.

BACKGROUND

- 5. As there has been a change in the political composition of the Council following the Borough Council Elections held on 4th May, 2017, the Authority has a statutory duty to review the allocation of seats on Committees. (This is explained in more detail in the Legal Implications of the report, paragraphs 11 to 18 refer).
- 6. The allocation of seats on Council Committees outlined in this report, represents the best proportional 'fit' in accordance with the provisions of the Local Government and Housing Act 1989. Proportionality can be disappplied and alternative arrangements put in place by Council unanimously agreeing to such a variation.
- 7. The allocation of seats on Committees and Sub-Committees must be in accordance with the principles set out in the legal implications below. In summary, representation on Committees and Sub-Committees must, so far as possible, be proportional to the number of Members any group has on the Council as a whole.
- 8. All Political Groups have been notified of their allocations across all Committees, as described in this report, which represents the best proportional fit and were asked to express their wishes as to which Member(s) sits on which Committees. This information will be provided to Members prior to the meeting. The report also assumes that:-

- (i) Proportionality being applied to the Committees/Sub-Committees shown in the table below based on the membership indicated:-

Committee/Sub-Committee	Size
Planning Committee	11
Elections & Democratic Structures Committee	11
Chief Officer Appointments Committee	11
Awards, Grants and Transport (Appeals) Committee	7
Audit Committee	5
Chief Officer Appeals Committee	5
Employee Relations Disputes Resolution Committee	5
Chief Officers Investigatory Sub-Committee	5
Total	60

- (ii) Proportionality will not apply to the Overview and Scrutiny Management Committee or the four Overview & Scrutiny Standing Panels in order to maximise cross-party representation;
- (iii) The Licensing Committee, set up under the Licensing Act 2003, need not be politically proportionate. However, in seeking nominations from Group Leaders onto these 14 seats, these have been sought in proportion to the overall composition on the Council. The appointment of Licensing Sub-Committees to conduct hearings under Section 10 of the Licensing Act 2003, is a statutory function reserved by the Act to the statutory Licensing Committee. Accordingly, it is a matter for the Licensing Committee to appoint these Sub-Committees and to schedule any required meetings; and
- (iv) Proportionality does not apply to the Health and Wellbeing Board in accordance with legislative requirements.

9. The Elected Mayor has reviewed her appointments to the Cabinet for the discharge of Executive functions which is contained elsewhere on today's agenda. In accordance with the provisions set out in the Local Government Act 2000, the Cabinet is not a Committee of the Council; it can comprise of single party representation and therefore, is not subject to the rules on the proportional allocation of seats. Members appointed to sit on the Executive (Cabinet), cannot also be appointed to Overview and Scrutiny Management Committee or any of the Scrutiny Panels.
10. In accordance with CIPFA guidance, the Audit Committee should be free from Executive Members. Therefore, it is recommended that any Member who is appointed to Cabinet, should not be a member of the Audit Committee.

LEGAL IMPLICATIONS

11. Sections 15, 16 and 17 of the Local Government and Housing Act 1989, set out the duties of the Local Authority and the allocation of seats to Political Groups on Committees to ensure political balance.

12. The cumulative effect of these duties is to require “proportionality” across the formal activities of the Authority, representing the overall political composition of the Authority so that there can, for example, be no one party Committees so far as they are constituted as formal Committees or Sub-Committees of the Council.
13. Section 15 provides for the Council to review the representation of different Political Groups on Committees and Sub-Committees when:-
 - (a) the Authority holds an Annual Meeting; and
 - (b) as soon as practicable after the Members of the Authority divide into different Political Groups.
14. The duty to make a determination as to political representation on Committees arises as soon as practicable after a review, according to the overriding principles that:-
 - (a) all the seats on a Committee are not allocated to the same Political Group;
 - (b) the majority of the seats on a Committee go to the Political Group which has a majority on the Full Council;
 - (c) subject to the above two principles, that the number of seats on the Committees of the Authority allocated to each Political Group bears the same proportion to the total of all the seats on the Committees of that Authority as is borne by the number of Members of that group to the Membership of the Authority; and
 - (d) subject to (a) - (c) above, that the number of the seats on the Committee which are allocated to each Political Group bears the same proportion to the number of all the seats on that Committee as is borne by the number of Members of that group to the Membership of the Authority.
15. Section 16 provides that once the Council has carried out its review and determined the allocation of seats further to the principles by which it is bound listed above, the Council has a duty to exercise its powers to make appointments to Committees as to give effect to such wishes about who is to be appointed to the seats on that Committee which are allocated to a particular Political Group as are expressed by that Political Group.
16. Section 16(2A) requires that where appointments fail to be made to seats on a Committee to which Section 15 applies otherwise than in accordance with a determination under that Section, it shall be the duty of the Council to exercise its power to make appointments so as to secure that the persons appointed to those seats are not Members of any Political Group.
17. Exceptions to these requirements of political balance may be made where arrangements are approved by the Council without any Member of the Council or a Committee voting against them.

18. The Licensing Committee is a dual function Committee. It is constituted under Section 101 of the Local Government Act 1972, to undertake various licensing functions and also under the Licensing Act, 2003, to exercise all the functions of the Licensing Authority.

ALLOCATION OF SEATS

19. In general, seats are allocated by calculating the seat entitlement of each Political Group as a proportion of seats available to groups on a particular Committee subject to:-
- (i) the majority party must have a majority on each Committee.
 - (ii) retaining proportionality across the total number of seats allocated to each group across all Committees.

ALLOCATION OF SEATS ON COMMITTEES

20. The total number of seats allocated to each particular Political Group on all Committees, must be in the same proportion as is borne by the number of Members of that Group on the Council. This means that out of a total of 60 seats, 58 seats are allocated to the Political Groups on the following proportional basis:-

Labour	- 47	i.e.	44/56
Conservatives	- 8	i.e.	7/56
Mexborough First	- 3	i.e.	3/56

21. This completes the allocation of seats to Political Groups. The remaining 2 seats are allocated to the 2 Members of the Council who are Independent Members who are not affiliated to any of the Political Groups registered with the Council for the purposes of political proportionality under the provisions of the 1989 Act. i.e. Councillors Nigel Cannings and John Cooke.

PROPORTIONAL ALLOCATION OF SEATS

22. The seat entitlement of Political Groups on Committees and Sub-Committees of 11, 7 and 5, is calculated by dividing the number of seats available on the Committee between the Groups in the same proportion as the number of seats a Group has on the Council, e.g. on a Committee of 11 for the Labour Group $44 \div 56 \times 11 = 8.64$ seats. The table below shows the allocation for all Groups on the Council:-

	5	7	11
Labour	3.93	5.50	8.64
Conservatives	0.63	0.88	1.38
Mexborough First	0.27	0.38	0.59

23. A Political Group's seat allocation can then be calculated as follows. By way of example, set out below is how seats are initially allocated on a Committee of 11 seats before adjustments.

Firstly, consider 'whole' seat entitlement.

Labour	8
Conservatives	1

This completes the whole seat allocation to Political Groups.

24. Secondly, the remaining 2 seats are allocated to the remaining Groups with the best proportional fit, indicated by the remaining "part" figure i.e. 1 seat to the Labour Group (0.64 entitlement) and 1 seat to Mexborough First (0.59 entitlement). The same method is applied to the remaining Committees which have 11 seats, the Awards, Grants and Transport (Appeals) Committee which has 7 seats and the remaining Committees and Sub-Committees which have 5 seats each. This completes the allocation of seats to Political Groups.

PROPOSED SEAT ALLOCATIONS

25. Group Leaders have been advised of their respective seat allocations on Committee and Sub-Committee sizes to reflect a best proportionate fit,

	LABOUR	CONSERVATIVES	MEXBOROUGH FIRST	
COMMITTEE	Seats Allocated	Seats Allocated	Seats Allocated	Total No. of Seats on Committee
PLANNING	9	1	1	11
ELECTIONS & DEMOCRATIC STRUCTURES	9	1	1	11
CHIEF OFFICERS APPOINTMENTS	9	1	1	11
AWARDS, GRANTS & TRANSPORT (APPEALS)	6	1	0	7
AUDIT	4	1	0	5
CHIEF OFFICERS APPEALS	4	1	0	5
EMPLOYEE RELATIONS DISPUTES RESOLUTION	4	1	0	5
CHIEF OFFICERS INVESTIGATORY SUB	4	1	0	5
TOTAL ALLOCATED	49	8	3	60
Required Seat Allocation	47	8	3	58
Adjustments Required	- 2	0	0	-2

26. It can be seen that this initial allocation to provide proportionality on individual Committees and Sub-Committees, results in the Labour Group being over represented by 2 seats.
27. The Labour Group would receive 49 seats in total when it is only entitled to 47 seats.
28. Adjustments are therefore required and the Council must decide:-
 - (i) to remove a Labour Group seat on 2 different Committees/Sub-Committees; and
 - (ii) following the adjustments chosen under (i) above, determine the allocation of the 2 seats to the 2 Independent Members, Councillors Nigel Cannings and John Cooke.
29. The Labour Groups has been asked to express a view on which Committees it would prefer to have reduced representation to assist the Council in determining where adjustments should be made. The Council may (but is not compelled to) take these representations into account when determining final seat allocation. Members are reminded that Executive (Cabinet) Members cannot sit on Overview and Scrutiny Committees.
30. These allocations give effect so far as reasonably practicable to the requirements of the Act. It remains open to Members to agree a different allocation, but only if no Member votes against such proposals. If such agreement cannot be reached, the Council has no alternative but to act in accordance with the principles set out in paragraph 15 of this report.

APPOINTMENT OF MEMBERS TO COMMITTEES

31. Following determination of the allocation of seats to Political Groups, Council must appoint named Members to each Committee. Political Groups have been asked to indicate their wishes as to which Members are appointed to which Committee/Sub-Committee. A composite nominations list will be circulated to Members prior to the meeting.
32. The Council must appoint Members to Committees and Sub-Committees in accordance with the wishes of Political Groups and may take into account (but is not compelled to follow) the wishes of any Independent Members. (In the context of Doncaster, this means any Member not in a registered Political Group). For a Political Group to be recognised for the purpose of seat allocation, the Group must have a minimum of 2 Members.

Chief Officers Appointments Committee

33. The Council is required to appoint at least one Executive Member to sit on Chief Officers Appointments Committee.

Planning and Licensing Committees

34. The Planning and Licensing Committees discharge important regulatory functions. Annual training is provided to those Members who sit on these Committees so that they are fully aware of their obligations and legislative changes and developments, to be able to perform their respective roles and responsibilities. This training is mandatory for all Members appointed to serve on these Committees. Members who have not attended the training, are not permitted to take part in these meetings.

Audit Committee

35. In addition to appointing 5 Elected Members to the Audit Committee, the Committee has appointed one non-voting co-opted Member with a financial background to this Committee; this is in line with CIPFA best practice. In addition to the above, the Committee has two further non-voting co-opted Members (David Harle and Monica Clarke) who can be called upon as and when required, to attend as members of the Hearings Sub-Committee to hear Code of Conduct complaints against Councillors. The 1 year term of office of these two independent members, which was extended for 12 months at the Annual Council Meeting on 13th May, 2016, to align with the 4 year terms of office of Elected Members, is due to expire at this year's Council Annual Meeting and therefore, the Council is asked to agree that David Harle and Monica Clarke are re-appointed for a 4 year period to align with those of Elected Members, to be reviewed at the Annual Council Meeting in 2021.

Overview and Scrutiny

36. The current Overview and Scrutiny structure was agreed in January 2014, to take account of best practice and changes to the size of the Council with effect from May 2015. As a result of this change, OSMC's role is now more focused on Scrutiny, holding to account and performance review. The Panels' focus is generally task and finish reviews, and policy development work with some elements of Scrutiny of Council, partnerships and other external agencies. A brief overview of the remit of each Overview and Scrutiny body is detailed below:-
- **Overview and Scrutiny Management Committee** – to agree and co-ordinate the work programmes of the four standing Panels. To regularly consider performance and budget, to undertake pre-decision Scrutiny of Council and partnership issues.
 - **Children and Young People's Panel** – to consider issues relating to improved outcomes for Children and Young People including CYPS Directorate, the Children's Trust (which is required to report to the Panel 4 times during the year) and other areas undertaken by partners;

- **Regeneration and Housing Panel** – to consider issues relating to regeneration, economic development, strategic transport and Housing;
- **Community and Environment Panel** – to consider neighbourhood issues, street scene and Highways, community safety as well as environmental issues, and
- **Health and Adult Social Care Panel** – to consider issues that fall within the remit of Public Health Directorate, Adult Social Care and wider Health issues.

37. The membership of each Standing Panel is 9 Elected Members. However, there are also additional workforce representatives and Co-opted Members on the Panels, as detailed below at paragraphs 44 to 45.
38. To maximize cross-party representation, political proportionality to the scrutiny function is disapplied. If proportionality was applied to OSMC and the Scrutiny Panels, the total number of seats available to each Group and the Independent Members, Councillors Nigel Cannings and John Cooke, would be as follows:-

Labour	35
Conservatives	6
Mexborough First	2
Independent	1

Disapplying proportionality on Overview and Scrutiny provides an opportunity for a greater number of seats to be offered to those Members who are not on the Majority Group. This supports good governance principles by providing an opportunity for wider Member engagement and cross party participation. This also provides a wider pool of Members with the necessary interest or expertise to participate in and help strengthen Overview and Scrutiny arrangements.

39. The Vice-Chairs of the Standing Panels may substitute for Panel Chairs where they are unable to attend OSMC. Council is asked to note that when appointing to OSMC/Overview and Scrutiny Panels, that in accordance with Overview and Scrutiny Procedure Rule 3b, not all Chairs and Vice-Chairs are to be drawn from the same Political Group.
40. In terms of fulfilling its statutory Health Scrutiny function, this is undertaken by the Health and Adult Social Care Panel and the statutory scrutiny functions around Crime and Disorder, will be undertaken by the Community and Environment Scrutiny Panel.

Overview and Scrutiny Invitees and Co-opted Members

41. In accordance with Rule 2 of the Overview and Scrutiny Procedure Rules, the Scrutiny body which has Education within its remit, will have the following co-optees on its Membership:-
 - At least one Church of England Diocese representative;
 - At least one Roman Catholic Diocese representative; and
 - Between 2 and 5 (currently 3) Parent Governor representatives within its Membership who are entitled to vote on issues relating to education.
42. Parent Governor Representatives (England) Regulations 2001 state that Local Authorities shall appoint at least 2, but no more than 5 Parent Governor representatives to Overview and Scrutiny Committees from Local Authority maintained Schools. Over recent years, the increase in the number of Academies has reduced the number of Parent Governors that are eligible to be appointed as these are not Local Authority maintained Schools. Over the last 5 years following adverts for the vacant positions, the Local Authority has not received any interest with the most recent advertisement for posts being undertaken during February and April this year. Therefore, it is recommended that the number of Parent Governors be reduced from 3 to 2 and further work take place during the Autumn Term, to raise awareness with Local Authority Schools, Governors and Governing Bodies, with a view to filling these 2 vacancies. The number of faith representatives (one Church of England and one Roman Catholic) appointed to the Scrutiny Committee with Education within its remit (the Schools, Children and Young People Panel) will remain unaffected.
43. Our current arrangements allow for one representative from the Church of England and one from the Roman Catholic faith nominated by the Hallam Diocese. John Hoare has been nominated to represent the Church of England Diocese. Bernadette Nesbit has been nominated as the Roman Catholic nomination. Under the current structure, Council is asked to note that the co-optees may be invited to attend both meetings of the Children and Young People's Panel, and also OSMC where it considers issues relating to education. These co-opted Members have full voting rights on issues relating to education. They can contribute to debate and discussions around other children's issues but may not vote.
44. All Panels currently have a workforce representative who serve as an invitee, but do not have voting rights. Their purpose is to ensure workforce issues are represented during discussion. They are not appointed to represent their own views, association or individual members. The workforce representative nominations are as follows:-
 - Overview and Scrutiny Management Committee - Paul O'Brien (GMB)
 - Children and Young People - Jim Board (Unison)

- Regeneration and Housing - Mark Whitehouse (Unite)
 - Health and Adult Social Care - Lorna Foster (Unison)
 - Communities and Environment - Tom Fent (Unison)
45. At the Annual meeting last year, Council agreed that OSMC be more cross cutting and that representation from the three main Unions, Unite, GMB and Unison rotate on an annual basis on this Committee to ensure there is greater equity. To reflect Members wishes to have smaller more focused Panels, it was agreed that each Panel would have one workforce representative only (previously the Regeneration and Housing Panel had two representatives from both GMB and Unite). When one representative from GMB or Unite is serving on OSMC, the other representative will be appointed to the Panel. When neither Union has a representative on OSMC, the position will rotate between the GMB and Unite.
46. Members are asked to note that if an invitee cannot attend, there are no arrangements to allow for substitute members to attend as of right.
47. Other non-voting invitees may be invited/appointed to the membership on a standing or ad-hoc basis, if it is believed they will enhance the process of Overview and Scrutiny. Council is asked to confirm that any additional appointments of standing invitees to OSMC or the Panels, be made by OSMC.
48. Council is also asked to note that in accordance with Overview and Scrutiny Procedure Rules, invitees will not be given access to confidential or exempt information as of right. Where the issue relates to the work of the Panel or Committee on which they serve, the Committee or Panel will need to agree the extent to which it would wish to allow its invitees to access this information prior to its consideration.

Appointment of Chairs and Vice-Chairs of Committees

49. Council is reminded that it agreed at its meeting of 3rd March, 2015, that Members should not take up the role of Chair of a Committee unless they have attended Chairs training. Training on Effective Chairing has been arranged early in this Municipal year to provide an opportunity for current or prospective Chairs to undertake this training. Once this has been undertaken it will be valid for four years.

OTHER COMMITTEE APPOINTMENTS TO DISCHARGE COUNCIL FUNCTIONS

Joint Safety Committee

50. This Committee (4 Members + 4 Substitutes) is non-decision making and is not subject to political balance. Political Groups have been asked to submit their nominations based on the principles of a proportional allocation. These will be circulated to all Members prior to the meeting.

Member Development Working Group (MDWG)

51. The Member Development Working Group is an advisory body established to support Officers in the development and delivery of Member learning and development. Membership of this Group consists of 1 Member from each Political Group and the Cabinet Member responsible for Member Development. The Terms of Reference for the MDWG are as follows:-
1. To identify learning and development needs for Members and Co-opted Members in the execution of their Council duties.
 2. To provide advice on the development of a Member Development Strategy and Annual Programme of Learning and Development activities.
 3. To suggest proposals for future actions and/or activities relating to Member development and learning.
 4. To act as Member Development Champions, encouraging greater attendance and participation in learning, and development activities.

Parish Councils' Joint Consultative Committee (PCJCC)

52. The PCJCC is a non-decision making body whose membership includes 8 DMBC Elected Members. Current arrangements provide for the Council to appoint 6 non-Executive Members and for the Mayor to appoint 2 Executive Members. Political Groups have been asked to submit their nominations and these will be circulated to all Members prior to the meeting.

Health and Wellbeing Board

53. Under the Health and Social Care Act 2012, the Health and Wellbeing Board was established as a Statutory Committee of the Council from 1st April, 2013. The core membership of the Board is set out in statute and shown below in italics:-
- *Director of People, Learning and Opportunities: Children and Young People/Adults Health and Wellbeing Directorates*
 - *Director of Public Health*
 - *Chair of Healthwatch Doncaster*
 - *Chair of Doncaster Clinical Commissioning Group*
 - *Portfolio Holder with responsibility for Public Health*
 - *Portfolio Holder with responsibility for Children's Services*

54. In addition to the above Council has agreed to the following Members:-

- Majority Opposition Group representative
- Chief Executive of Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
- Chief Executive of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTHFT)
- Head of Co-Commissioning, NHS England (Yorkshire & Humber)
- Chief Officer, Doncaster Clinical Commissioning Group
- District Commander for Doncaster – South Yorkshire Police
- Chief Executive, St Leger Homes
- Chief Executive, New Horizons
- Chief Executive, Doncaster CVS
- Chief Executive of Doncaster Children's Services Trust
- Portfolio Holder with responsibility for Adult Social Care
- South Yorkshire Fire and Rescue
- Director of Regeneration and Environment.
- Chief Executive, Doncaster Children's Services Trust

55. In light of operational experience in the way the Board conducts its business and to reflect external organisational changes made by, or affecting, some of the bodies represented on the Board, it is proposed that both Doncaster CVS and New Horizons be formally removed from the Board's membership.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

56. The Council has a statutory duty to review the allocation of seat to Political Groups at its Annual Meeting in accordance with the provisions of Sections 15, 16 and 17 of the Local Government and Housing Act, 1989. Therefore, no other options are considered appropriate.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

57. Ensuring the membership of the Council's Committee's is in place to effectively discharge its responsibilities will ensure that the Council is able to contribute to the delivery of all of the Council's Key Priorities. In particular, these arrangements will assist the council in working with our partners to provide strong leadership and governance.

RISKS AND ASSUMPTIONS

58. There are no risks identified or assumptions relevant to this report.

FINANCIAL IMPLICATIONS

59. There are no specific financial implications associated with this report.

HUMAN RESOURCES IMPLICATIONS

60. There are no human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS

61. There are no technology implications associated with this report.

EQUALITY IMPLICATIONS

62. There are no specific equality implications arising from this report.

CONSULTATION

63. Consultation has taken place with the Mayor and Group Leaders in respect of this report.

BACKGROUND PAPERS:

Report to Council – 13th May, 2016 - Local Government & Housing Act 1989 - Review of Allocation of Seats on Committees & Sub-Committees.

Report to Council - 24th November, 2016 - Local Government & Housing Act 1989 - 6 Month Review of the Allocation of Seats on Committees & Sub-Committees.

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Jo Miller
Chief Executive

19th May, 2017

To the Chair and Members of the COUNCIL

APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES AND SUB-COMMITTEES

EXECUTIVE SUMMARY

1. This report seeks nominations for the appointment of Members to serve as Chairs and Vice-Chairs on Committees and Sub-Committees, as attached at Appendix A to the report.

RECOMMENDATIONS

2. That the Council determines the appointment of Chairs and Vice-Chairs of Committees and Sub-Committees of the Council, listed at Appendix A to the report.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. The Council has a legal requirement to appoint a Chair to all of its Committees. The Council is committed to maintaining the highest standards of governance. By appointing Chairs and Vice-Chairs to Committees and Panels, the Council satisfies this requirement and citizens will know who Chair's these meetings.

BACKGROUND

4. At the Annual Meeting of Council, appointments are made to the positions of Chair and Vice-Chair of Committees and Sub-Committees of the Council, including Overview and Scrutiny Panels, for the ensuing Municipal Year. A number of these positions attract a special responsibility allowance detailed in the Member Allowance Scheme, as set out within Part 6 of the Council's Constitution.
5. It should be noted that in line with best practice, Council has previously endorsed the principle that the Health and Wellbeing Board should be Chaired by the Portfolio Holder responsible for Public Health. This is reflected in the table at Appendix A.
6. Members are also asked to note that in accordance with Rule 3 of the Overview and Scrutiny Procedure Rules, as detailed in the Constitution, Council should ensure that not all Chairs and Vice-Chairs are drawn from the same political party. This is in line with current best practice which seeks to ensure that Members outside the majority group, have an opportunity to help shape and influence the strategic Overview and Scrutiny agenda.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

7. The appointment of Chairs and Vice-Chairs to Committees and Sub-Committees of the Council, is a statutory requirement. Therefore, no other options are considered relevant or appropriate.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

8. This report has no direct impact on the Council's Key Outcomes.

RISKS AND ASSUMPTIONS

9. There are no identified risks or assumptions relevant to this report.

LEGAL IMPLICATIONS

10. There are no specific legal implications associated with this report.

FINANCIAL IMPLICATIONS

11. The Members' Allowances Scheme makes provision for Special Responsibility Allowances to be paid to some Chair and Vice-Chair positions on Committees and Sub-Committees.

HUMAN RESOURCES IMPLICATIONS

12. There are no human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS

13. There are no technology implications associated with this report.

EQUALITY IMPLICATIONS

14. There are no specific equality implications arising from this report.

CONSULTATION

15. Consultation has taken place with Group Leaders in respect of the proportional allocation of seats and the appointment of Chairs and Vice-Chairs on Committees and Sub-Committees, prior to this meeting taking place.

BACKGROUND PAPERS: Council Constitution.

REPORT AUTHOR

David M. Taylor, Senior Governance Officer
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Jo Miller
Chief Executive

APPOINTMENT OF CHAIRS & VICE-CHAIRS

	<u>CHAIR</u> (Nomination Required)	<u>VICE-CHAIR</u> (Nomination Required)
Overview & Scrutiny Management Committee		
Community & Environment Overview & Scrutiny Panel		
Regeneration & Housing Overview & Scrutiny Panel		
Children & Young People's Overview & Scrutiny Panel		
Health & Adult Social Care Overview & Scrutiny Panel		
Planning Committee		
Elections & Democratic Structures Committee		
Chief Officers' Appointments Committee		
Awards, Grants & Transport (Appeals) Committee		
Chief Officer Appeals Committee		
Audit Committee		
Employee Relations Disputes Resolution Committee		
Chief Officers Investigatory Sub-Committee		
Licensing Committee		
Health & Wellbeing Board	Portfolio Holder for Public Health	To be appointed at the first meeting of the Health & Wellbeing Board

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19th May, 2017

**To the Chair and Members of the
COUNCIL**

DIARY OF MEETINGS – 2017/18

EXECUTIVE SUMMARY

1. The purpose of this report is to approve a schedule of meetings for the, 2017/18 Municipal Year, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) approve the proposed Diary of Meetings for the 2017/18 Municipal Year, attached at Appendix A; and
 - (ii) note the schedule of Cabinet meetings determined by the Mayor of Doncaster.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Approving an advanced calendar of meetings for the 2017/18 Municipal Year and publishing the Forward Plan of key decisions provides an opportunity for citizens of the Borough to engage in the democratic process; where provided for in the Council's Constitution, questions can be asked at Council meetings and its Committees.

BACKGROUND

4. At its meeting on 2nd March, 2017, the Council considered a report outlining a proposed Diary of Meetings for 2017/18, upon which comments were sought.

Issues to note

5. As last year, the frequency of Council meetings has been retained at six with evening meetings starting at 6.00pm being held in the months of July and September.
6. In order to comply with the statutory timescale for agreeing the Council Budget and setting the Council Tax, this issue will be determined at the Council meeting in March 2018.

7. Meetings have been kept to a minimum during peak holiday periods in late July/August and over the Christmas period.
8. A schedule of Cabinet Meetings approved by the Mayor of Doncaster, has been incorporated in the Diary of Meetings.
9. The dates for Overview and Scrutiny Management Committee meetings have been diarised to ensure that they synchronise with the budget setting process and coincide with the publication of the quarterly Performance and Improvement reports, in order to be considered in a timely manner.
10. This report now presents a final version of the Diary of Meetings for 2017/18 Municipal Year.

Variations to the Schedule of Meetings submitted to Council on 2nd March, 2017

Parliamentary General Election

11. Due to a snap Parliamentary General Election being called on 8th June, 2017, certain meetings and Member Training sessions have been rearranged during week commencing 5th June.

Audit Committee

12. It is proposed to delete the meeting currently scheduled for 16th November, 2017 and replace this with a meeting to be held on 26th October, 2017 at 10.00 am. This is to shorten the elapsed time between the Summer and Autumn meetings. Traditionally, the Summer and Autumn meetings were held in September and November respectively. However, the Summer Audit Committee meeting now has to be held in July to accommodate the requirements of the Accounts and Audit Regulations to approve the Council's statement of accounts by 31st July each year (previously 30th September). The proposal to replace the November meeting with an October meeting is designed to reduce the gap that would exist between meetings if no change was made.

Overview and Scrutiny

13. To avoid a possible clash of Member commitments, the Health and Adult Social Care Overview and Scrutiny Panel previously arranged for Wednesday, 12th July, 2017, has been rescheduled to Thursday, 13th July, to allow relevant Members to attend Adult Safeguarding training on 12th July. In addition and referred to above, the Overview and Scrutiny Management Committee previously arranged for Friday, 9th June, 2017, has been rescheduled to Friday, 16th June.

Member Training

14. Dates for Member Training sessions have been programmed during the Municipal Year.

The E-Diary

15. The Diary of Meetings can be accessed via the Council's website www.doncaster.gov.uk. This helps raise awareness of public meetings and may encourage members of the public to attend. To reduce possible clashes of Member commitments, Officers are asked to check the diary of meetings before organising Member events not shown in the diary. When additional meetings are organised, the diary is updated to maintain an accurate list of known Member commitments from a DMBC perspective.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

16. Members are requested to either approve or amend the proposed Diary of Meetings for 2017/18.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

17. This report has no direct impact on the Council's Key Outcomes.

RISKS AND ASSUMPTIONS

18. There are no identified risks associated with this report.

LEGAL IMPLICATIONS

19. There are no specific legal implications associated with this report.

FINANCIAL IMPLICATIONS

20. The 2017/18 approved budget includes provision for the production of the Municipal Year Book and Council Diary.

HUMAN RESOURCES IMPLICATIONS

21. There are no human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS

22. There are no technology implications associated with this report.

EQUALITY IMPLICATIONS

23. There are no specific equality implications arising from this report.

CONSULTATION

24. The report is being presented to Full Council to allow the Mayor of Doncaster, other Political Group Leaders and Elected Members, to be consulted on the provisional Diary of Meetings for the 2017/18 Municipal Year.

REPORT AUTHOR AND CONTACT OFFICER

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BACKGROUND PAPERS

Report to Council on 2nd March, 2017 (Proposed Diary of Meetings 2017/18)

Simon Wiles

Director of Finance and Corporate Services

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

	1 st May, 2017	8 th May, 2017	15 th May, 2017	22 nd May, 2017	29 th May, 2017
M O N D A Y	BANK HOLIDAY	9.00 am - 3.45 pm Member Induction	5.30 pm Labour Group Meeting AGM (Part 2)	10.00 am Health & Safety for Elected Members Training	BANK HOLIDAY
T U E S D A Y	2 nd May, 2017	9 th May, 2017 9.00 am - 3.45 pm Member Induction 2.30 pm Digital Team Drop In Session	16 th May, 2017 10.00 am Extraordinary Cabinet	23 rd May, 2017 10.00 am Chairing Skills for Chairs & Vice-Chairs of Committees 5.00 pm Adult Safeguarding Training	30 th May, 2017 12 noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	3 rd May, 2017	10 th May, 2017 9.00 am - 3.45 pm Member Induction 2.00 pm Digital Team Drop In Session 5.30 pm Labour Group Meeting AGM (Part 1)	17 th May, 2017	24 th May, 2017 10.00 am Scrutiny & Challenge Training 5.30 pm Chairing Skills for Chairs & Vice-Chairs of Committees	31 st May, 2017 2.00 pm Chairing Skills for Chairs & Vice-Chairs of Committees
T H U R S D A Y	4 th May, 2017	11 th May, 2017	18 th May, 2017	25 th May, 2017 9.30 am Planning Induction 12.00 - 2.00 pm Digital Team Drop In Session 2.00 pm Health & Adult Social Care Overview & Scrutiny Work Planning Panel	
F R I D A Y	5 th May, 2017	12 th May, 2017	19 th May, 2017 9.00 am Group Meetings (Mansion House) 11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 1.00pm – Civic Office)	26 th May, 2017 9.30 am Planning Committee Visits	

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		5 th June, 2017	12 th June, 2017	19 th June, 2017	26 th June, 2017
M O N D A Y		2.00 - 4.00 pm Performance Management Training	2.00 pm Equalities Training	1.30 pm Local Government Finance Training	10.00 am Equalities Training 2.00 pm Scrutiny & Challenge Training
		6 th June, 2017	13 th June, 2017	20 th June, 2017	27 th June, 2017
T U E S D A Y		10.00 am Cabinet 11.30 am Overview & Scrutiny Management Work Planning Committee 1.30 pm Licensing Induction 4.00 pm Standing Advisory Council on Religious Education	10.00 am Regeneration & Housing Overview & Scrutiny Work Planning Panel 1.30 - 4.30 pm Audit Induction & Informal Audit Committee	10.00 am Cabinet 2.00 pm Adult Safeguarding Training	12 noon Planning Training 2.00 pm Planning Committee
		7 th June, 2017	14 th June, 2017	21 st June, 2017	28 th June, 2017
W E D N E S D A Y		4.00 pm Corporate Parenting Board	10.00 am Partnership Governance Training 2.30 pm Information Governance (Including Data Protection) Training 5.00 pm Local Government Finance Training	11.00 am – 2.00 pm 4 Year Council Plan & Budget Strategy Members Seminar 2.30 pm Audit Committee	9.30 am - 3.30 pm Prevention Matters: How Members can Improve the Health of their Communities
	1 st June, 2017	8 th June, 2017	15 th June, 2017	22 nd June, 2017	29 th June, 2017
T H U R S D A Y	10.00 am Children & Young People's Overview and Scrutiny Work Planning Panel 5.00 pm Deadline for Questions & Statements for Cabinet	PARLIAMENTARY GENERAL ELECTION 5.30 pm Childrens Services Safeguarding Training	3.00 pm Health & Safety for Elected Members Training 5.00 pm Deadline for Questions & Statements for Cabinet	2.00 pm Licensing Committee 5.00 pm Performance Management Training	10.00 am Overview & Scrutiny Management Committee 2.00 pm Health and Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet
	2 nd June, 2017	9 th June, 2017	16 th June, 2017	23 rd June, 2017	30 th June, 2017
F R I D A Y			9.00 am Community & Environment Overview & Scrutiny Work Planning Panel 10.00 am Corporate Parenting Training 12.30 pm Overview & Scrutiny Management Committee	9.30 am Planning Committee Visits	

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

	3 rd July, 2017	10 th July, 2017	17 th July, 2017	24 th July, 2017	31 st July, 2017
M O N D A Y	10.00 am Local Government Finance Training	5.30 pm Labour Group Meeting	5.00 pm Health & Safety for Elected Members Training		
	4 th July, 2017	11 th July, 2017	18 th July, 2017	25 th July, 2017	
T U E S D A Y	10.00 am Cabinet 12 noon Deadline for Questions & Motions to Council 5.00 pm Scrutiny & Challenge Training	10.00 am Elections & Democratic Structures Committee 5.30 pm Corporate Parenting Training	10.00 am Cabinet 5.00 pm Information Governance (Including Data Protection) Training	12 noon Planning Training 2.00 pm Planning Committee	
	5 th July, 2017	12 th July, 2017	19 th July, 2017	26 th July, 2017	
W E D N E S D A Y	10.00 am Children & Young People Overview & Scrutiny Panel 5.00 pm Equalities Training	10.00 am Adult Safeguarding Training 1.00 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board	1.30 pm Childrens Services Safeguarding Training	
	6 th July, 2017	13 th July, 2017	20 th July, 2017	27 July, 2017	
T H U R S D A Y	10.00 am Performance Management Training 2.00 pm Partnership Governance Training	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet 5.00 pm Group Meetings 6.00 pm COUNCIL	10.00 am Overview & Scrutiny Management Committee 2.00 pm Corporate Parenting Training 5.30 pm Partnership Governance Training	1.00 pm Joint Safety Committee 2.00 pm Audit Committee	
	7 th July, 2017	14 th July, 2017	21 st July, 2017	28 th July, 2017	
F R I D A Y	10.00 am Information Governance (Including Data Protection) Training	10.00 am Childrens Services Safeguarding Training	9.30 am Planning Committee Visits		

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		7 th August, 2017	14 th August, 2017	21 st August, 2017	28 th August, 2017
M O N D A Y					BANK HOLIDAY
	1 st August, 2017	8 th August, 2017	15 th August, 2017	22 nd August, 2017	29 th August, 2017
T U E S D A Y			10.00 am Cabinet	12 noon Planning Training 2.00 pm Planning Committee	
	2 nd August, 2017	9 th August, 2017	16 th August, 2017	23 rd August, 2017	30 th August, 2017
W E D N E S D A Y					
	3 rd August, 2017	10 th August, 2017	17 th August, 2017	24 th August, 2017	31 st August, 2017
T H U R S D A Y		5.00 pm Deadline for Questions & Statements for Cabinet			5.00 pm Deadline for Questions & Statements for Cabinet
	4 th August, 2017	11 th August, 2017	18 th August, 2017	25 th August, 2017	
F R I D A Y			9.30 am Planning Committee Visits		

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		4 th September, 2017	11 th September, 2017	18 th September, 2017	25 th September, 2017
M O N D A Y				5.30 pm Labour Group Meeting	
		5 th September, 2017	12 th September, 2017	19 th September, 2017	26 th September, 2017
T U E S D A Y		10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Children & Young People's Overview & Scrutiny Panel 12 noon Deadline for Questions & Motions for Council	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee	
		6 th September, 2017	13 th September, 2017	20 th September, 2017	27 th September, 2017
W E D N E S D A Y		10.00 am Licensing Committee 4.00 pm Corporate Parenting Board		10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
		7 th September, 2017	14 th September, 2017	21 st September, 2017	28 th September, 2017
T H U R S D A Y		9.30 am Health and Wellbeing Board 10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	5.00 pm Group Meetings 6.00 pm COUNCIL	5.00 pm Deadline for Questions & Statements for Cabinet
		1 st September, 2017	8 th September, 2017	15 th September, 2017	22 nd September, 2017
F R I D A Y			9.30 am Planning Committee Visits		

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

	2 nd October, 2017	9 th October, 2017	16 th October, 2017	23 rd October, 2017	30 th October, 2017
M O N D A Y					
	3 rd October, 2017	10 th October, 2017	17 th October, 2017	24 th October, 2017	31 st October, 2017
T U E S D A Y	10.00 am Cabinet	10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee		
	4 th October, 2017	11 th October, 2017	18 th October, 2017	25 th October, 2017	
W E D N E S D A Y					
	5 th October, 2017	12 th October, 2017	19 th October, 2017	26 th October, 2017	
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee		1.00 pm Joint Safety Committee	10.00 am Audit Committee	
	6 th October, 2017	13 th October, 2017	20 th October, 2017	27 th October, 2017	
F R I D A Y		9.30 am Planning Committee Visits			

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		6 th November, 2017	13 th November, 2017	20 th November, 2017	27 th November, 2017
M O N D A Y				5.30 pm Labour Group Meeting	
		7 th November, 2017	14 th November, 2017	21 st November, 2017	28 th November, 2017
T U E S D A Y		10.00 am Cabinet	12 noon Deadline for Questions & Motions for Council 12 noon Planning Training 2.00 pm Planning Committee	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet
	1 st November, 2017	8 th November, 2017	15 th November, 2017	22 nd November, 2017	29 th November, 2017
W E D N E S D A Y		4.00 pm Corporate Parenting Board	1.00 pm Parish Councils' Joint Consultative Committee	10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
	2 nd November, 2017	9 th November, 2017	16 th November, 2017	23 rd November, 2017	30 th November, 2017
T H U R S D A Y	9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee		1.00 pm Group Meeting 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet	
	3 rd November, 2017	10 th November, 2017	17 th November, 2017	24 th November, 2017	
F R I D A Y		9.30 am Planning Committee Visits			

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		4 th December, 2017	11 th December, 2017	18 th December, 2017	25 th December, 2017
M O N D A Y					BANK HOLIDAY
		5 th December, 2017	12 th December, 2017	19 th December, 2017	26 th December, 2017
T U E S D A Y		10.00 am Children & Young People's Overview and Scrutiny Panel	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee		BANK HOLIDAY
		6 th December, 2017	13 th December, 2017	20 th December, 2017	27 th December, 2017
W E D N E S D A Y					
		7 th December, 2017	14 th December, 2017	21 st December, 2017	28 th December, 2017
T H U R S D A Y			10.00 am Licensing Committee 2.00 pm Overview & Scrutiny Management Committee		
	1 st December, 2017	8 th December, 2017	15 th December, 2017	22 nd December, 2017	29 th December, 2017
F R I D A Y		9.30 am Planning Committee Visits			

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

	1 st January, 2018	8 th January, 2018	15 th January, 2018	22 nd January, 2018	29 th January, 2018
M O N D A Y	BANK HOLIDAY			5.30 pm Labour Group Meeting	
	2 nd January, 2018	9 th January, 2018	16 th January, 2018	23 rd January, 2018	30 th January, 2018
T U E S D A Y		10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee	10.00 am Awards, Grants & Transport (Appeals) Committee 12 noon Deadline for Questions & Motions for Council	10.00 am Cabinet 10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
	3 rd January, 2018	10 th January, 2018	17 th January, 2018	24 th January, 2018	31 st January, 2018
W E D N E S D A Y		4.00 pm Corporate Parenting Board			
	4 th January, 2018	11 th January, 2018	18 th January, 2018	25 th January, 2018	
T H U R S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board	10.00 am Overview & Scrutiny Management Committee 1.00 pm Joint Safety Committee 5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings 2.00 pm COUNCIL	
	5 th January, 2018	12 th January, 2018	19 th January, 2018	26 th January, 2018	
F R I D A Y	9.30 am Planning Committee Visits				

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		5 th February, 2018	12 th February, 2018	19 th February, 2018	26 th February, 2018
M O N D A Y				10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel	5.30 pm Labour Group Meeting
		6 th February, 2018	13 th February, 2018	20 th February, 2018	27 th February, 2018
T U E S D A Y		10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee		10.00 Cabinet 12 noon Deadline for Questions & Motions for Council	10.00 am Awards, Grants & Transport (Appeals) Committee
		7 th February, 2018	14 th February, 2018	21 st February, 2018	28 th February, 2018
W E D N E S D A Y					
	1 st February, 2018	8 th February, 2018	15 th February, 2018	22 nd February, 2018	
T H U R S D A Y	10.00 am Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	
	2 nd February, 2018	9 th February, 2018	16 th February, 2018	23 rd February, 2018	
F R I D A Y	9.30 am Planning Committee Visits				

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		5 th March, 2018	12 th March, 2018	19 th March, 2018	26 th March, 2018
M O N D A Y		10.00 am Children & Young People's Overview & Scrutiny Panel			
		6 th March, 2018	13 th March, 2018	20 th March, 2018	27 th March, 2018
T U E S D A Y		10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet	
		7 th March, 2018	14 th March, 2018	21 st March, 2018	28 th March, 2018
W E D N E S D A Y		4.00 pm Corporate Parenting Board	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 1.00 pm Parish Councils' Joint Consultative Committee		
	1 st March, 2018	8 th March, 2018	15 th March, 2018	22 nd March, 2018	29 th March, 2018
T H U R S D A Y	1.00 pm Group Meetings 2.00 pm COUNCIL (Budget & Council Tax Setting) 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee	9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	9.30 am Planning Committee Visits
	2 nd March, 2018	9 th March, 2018	16 th March, 2018	23 rd March, 2018	30 th March, 2018
F R I D A Y	9.30 am Planning Committee Visits				BANK HOLIDAY

APPENDIX A

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

	2 nd April, 2018	9 th April, 2018	16 th April, 2018	23 rd April, 2018	30 th April, 2018
M O N D A Y	BANK HOLIDAY				
	3 rd April, 2018	10 th April, 2018	17 th April, 2018	24 th April, 2018	
T U E S D A Y	12 noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		10.00 am Cabinet	
	4 th April, 2018	11 th April, 2018	18 th April, 2018	25 th April, 2018	
W E D N E S D A Y					
	5 th April, 2018	12 th April, 2018	19 th April, 2018	26 th April, 2018	
T H U R S D A Y	10.00 am Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Joint Safety Committee	
	6 th April, 2018	13 th April, 2018	20 th April, 2018	27 th April, 2018	
F R I D A Y				9.30 am Planning Committee Visits	

Schedule of Meetings 1st May, 2017 to 31st May, 2018

(Shaded area denotes School Holidays)

		7 th May, 2018	14 th May, 2018	21 st May, 2018	28 th May, 2018
M O N D A Y		BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
	1 st May, 2018	8 th May, 2018	15 th May, 2018	22 nd May, 2018	29 th May, 2018
T U E S D A Y	12 noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet			12 noon Planning Training 2.00 pm Planning Committee
	2 nd May, 2018	9 th May, 2018	16 th May, 2018	23 rd May, 2018	30 th May, 2018
W E D N E S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet		4.00 pm Corporate Parenting Board		
	3 rd May, 2018	10 th May, 2018	17 th May, 2018	24 th May, 2018	31 st May, 2018
T H U R S D A Y					
	4 th May, 2018	11 th May, 2018	18 th May, 2018	25 th May, 2018	
F R I D A Y			9.00 am Group Meetings (Mansion House) 11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 1.00pm – Civic Office)	9.30 am Planning Committee Visits	

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19th May, 2017

To the Chair and Members of the COUNCIL

COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2017/18

EXECUTIVE SUMMARY

1. The purpose of this report is to determine the appointment of representatives to the schedule of Outside Bodies which are deemed Council appointments for the 2017/18 Municipal Year.

RECOMMENDATIONS

2. The Council is asked to:-
 - (i) Determine the appointments to Outside Bodies as set out in Appendix A to the report; and
 - (ii) Agree that should any vacancies remain on the schedule of appointments to outside bodies, the relevant Group Leader be requested to contact the Monitoring Officer following the meeting, to confirm details of the appointment(s); these will be reported to the next available Council meeting.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. In addition to being appointed to Committees and Panels within the Council, Members are also appointed to external bodies such as charitable bodies, local partnerships and other organisations. This can be either as representatives of the Council, as trustees or directors in their own right. The Council also has representatives on bodies such as the South Yorkshire Fire and Rescue Authority, South Yorkshire Pensions Authority and the Police and Crime Panel.

BACKGROUND

4. Appendix A to this report details the outside bodies where appointments are required to be made at this meeting. This includes those outside bodies where appointments have previously been made and run beyond the 2017/18 period but also require some appointments to be made for 2017/18.
5. Work is on-going to ensure all details held on file in respect of the outside body and the capacity in which the appointee will serve, are correct and up-to-date as this information can change regularly. Incorporated within Appendix A are details of each outside body, term of office, capacity in which the appointee(s) will serve and any other relevant details. This is based on information provided by each of the outside bodies. Unless otherwise specified, the term of office for outside bodies runs from the date of appointment (this is usually Annual

Council) until the appointment is reviewed at the next Annual Council meeting. Where it is not possible to review appointments at Annual Council, current appointments will roll forward until such time as they can be reviewed; this is to ensure that the Council retains representation on these bodies. Where vacancies arise in-year or cannot be made at Annual Council e.g. an appointee is no longer eligible to represent the Council or resigns, the Council will look to fill these positions as soon as is reasonably practical.

6. In order to ensure expediency and timely representation on outside bodies, it is recommended that should Council be unable to make appointments to any of the outside bodies, the appropriate Group Leader contact the Monitoring Officer following the meeting to provide details of any individual(s) to be appointed. This will help prevent prolonged delays in filling any outstanding vacancies.

Review of Partnerships

7. Members are asked to note that following a recent review of the Council's external partnership working, its ongoing involvement in a range of partnerships will be considered during 2017/18 and this may result in some changes to appointments being required from 2018/19. Details of any required changes will be reported as this work progresses. This review has also resulted in a number of partnership organisations being identified, upon which the Council is represented, where the appointments have not officially been confirmed through the Council's annual outside bodies appointments process. These are:
 - **Team Doncaster**, the Elected Mayor chairs the partnership by virtue of being deemed the Council 'leader';
 - **Doncaster Safeguarding Adults Partnership Board**, where the relevant Cabinet Member attends because of their position;
 - **Doncaster Safeguarding Children's Board**, where the relevant Cabinet Member attends because of their position;
 - **Sheffield City Region Local Enterprise Partnership**, the Elected Mayor represents the Council by virtue of being deemed the Council 'leader';
 - **Dementia Partnership**, which is attended by the relevant Cabinet Member;
 - **Learning Disability Partnership Board**. Established by DMBC, this is a Joint meeting co-chaired by a Council representative (Assistant Director Adult Social Care) and a member of the learning disability community;
 - **Humberhead Levels Partnership (Executive Board)**. This Partnership comprises representatives of organisations responsible for the implementation of the Humberhead Levels Strategic Plan and Delivery Plan (aimed at delivering landscape-scale biodiversity in an integrated way). DMBC has historically been represented by the relevant Officer (currently Melissa Massarella, Principal Officer Biodiversity);
 - **Joint Commissioning Co-ordination Committee** – a shared partnership with the Care Commissioning Group. It is chaired by the Council's Chief Executive;

- **Doncaster Schools' Forum**, where the relevant Cabinet Member attends as an observer because of their position.

For completeness, it is proposed that the above appointments should be formally ratified by the Full Council in the appointments process each year and these bodies have, therefore, been added to the schedule of outside bodies listed in Appendix A.

South Yorkshire Joint Authorities

8. Appointments to the Joint Authorities are made annually and are subject to the rules of "political proportionality" provided by the Local Government and Housing Act 1989.
9. Based on proportional entitlement to Political Groups at Doncaster Council, the three seats to be allocated to Political Groups on each Joint Authority will be 2 seats to the Labour Group and 1 seat to the Conservative Group.

OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION

10. Council has a duty to consider arrangements it wishes to put in place for the appointment of individuals to Outside Bodies during 2017/18. No other options are considered relevant or appropriate.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

11. This report has no direct impact on the Council's Key Outcomes. Indirectly, clear responsibility and effective Constitutional provisions for making appointments to Outside Bodies contributes towards the Council's outcome 'Working with our partners we will provide strong leadership and governance', thus demonstrating that effective governance arrangements are in place.

RISKS & ASSUMPTIONS

12. Appointees to outside bodies will need to act strategically and ensure issues of significance are effectively reported back to the Authority where appropriate.
13. Work is ongoing to review the Governance of the Council's arrangements and relationship with outside bodies and partnerships. One of the key elements of this work has been to ensure that representatives appointed to Outside Bodies are clear of their roles and responsibilities. A particular risk exists where representatives may act beyond their powers or potentially commit the Council to unauthorised actions or expenditure. To mitigate this risk training has been arranged for all individuals appointed to outside bodies to raise awareness and provide clarity and understanding of their roles. In addition, the Council may also provide indemnity insurance for individuals against personal liability, provided they act reasonably, and where this is not provided by the relevant partner organisation.

LEGAL IMPLICATIONS

14. Members of the Council are appointed in different capacities. The bodies range from incorporated bodies to Associations, Schemes and Statutory Bodies. The nature of the organisation and its constitution and nature of the appointment will affect any personal liabilities of the Members.
15. Members may be appointed to a body to represent the Council either with voting rights or as observers. The nature of appointment will be specified in the Articles/Constitution of the organisation. In some cases, Members may be appointed as Directors or Trustees in which case they are obliged to act in the interests of the charity or company and are personally liable in the event of any breach of their duties. Where Members are appointed to Outside Bodies as Directors or Trustees or where they are expected to carry out a management function for the Outside Body, they should seek legal advice as to their duties and responsibilities and any personal liability which may accrue.
16. The rules of political proportionality are set out in Sections 15 and 16 of the Local Government and Housing Act, 1989 (as amended). The SYFRA and the SYPA are Joint Authorities to which the duties under Sections 15 and 16 apply for so long as the Council appoints 3 or more seats on the Joint Authorities. In simplistic terms, the political group that holds the majority of seats on the Council has the majority of seats on a committee appointed to by Council.
17. The Local Government (Committees and Political Groups) Regulations 1990, provides the mechanism by which to implement this requirement.

FINANCIAL IMPLICATIONS

18. There are no financial implications associated with this report in agreeing the nominations to Outside Bodies for the 2017/18 Municipal Year. Representatives appointed to the Joint Authorities receive an allowance for undertaking their duties which is paid by the relevant Joint Authority. The Council's representatives on the Police and Crime Panel also receive an allowance for undertaking their role in holding the Police and Crime Commissioner to account. This allowance is funded by the Home Office. Costs associated with any of the appointments are not met directly from the Council.

TECHNOLOGY IMPLICATIONS

19. There are no specific technology implications arising from this report.

EQUALITY IMPLICATIONS

20. There are no specific equality implications associated with this report.

CONSULTATION

21. Consultation has taken place with Group Leaders in respect of the appointment of Members onto Outside Bodies, prior to the Council meeting taking place.

BACKGROUND PAPERS

Report to Council – 13th May 2016: Council Appointments to Outside Bodies – 2016/17.

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OUTSIDE BODIES FOR APPOINTMENT 2017/18 (COUNCIL APPOINTMENTS)

Organisation	Notes	No of Reps	2016/17 Representatives	2017/18 Nominations
Adwick Charities	<p>4 Year Term of Office (term ends in 2021)</p> <p>Trustees with voting rights</p> <p>Ward Members for area</p> <p>No liability Insurance provided</p>	3	<p>Cllr J. Mounsey</p> <p>Cllr E. Kitchen</p> <p>Cllr R. Hodson</p>	<p>Cllr J. Mounsey</p> <p>Cllr R. Hodson</p> <p>Cllr D. Hughes</p>
Bentley with Arksey Doles Charity	<p>4 Year Term of Office (term ends in 2021)</p> <p>Trustees with voting rights</p> <p>Ward Members for area</p> <p>No liability Insurance provided</p>	4	<p>Cllr B. Mordue</p> <p>Mrs D. Hutchinson</p> <p>Cllr C. Hogarth</p> <p>Cllr J. Nightingale</p>	<p>Cllr B. Mordue</p> <p>Mrs D. Hutchinson</p> <p>Cllr C. Hogarth</p> <p>Cllr. J. Nightingale</p>
Cantley Poor's Land Trust	<p>4 Year Term of Office (term ends in 2021)</p> <p>Trustee – role requires regular attendance at monthly meetings and visits to clients (people skills desirable).</p> <p>Knowledge of Cantley, Bessacarr & Branton is helpful as this is the area covered by the Trust.</p> <p>Liability Insurance provided</p>	2	<p>Cllr M. Khan</p> <p>Mrs S. Rogerson</p>	<p>Cllr M. Khan</p> <p>Mrs S. Rogerson</p>

Organisation	Notes	No of Reps	2016/17 Representatives	2017/18 Nominations
Cooke Almshouse Charity	4 Year Term of Office (term ends in 2021) Trustee with voting rights No specific requirements No Liability Insurance	1	Cllr C. Hogarth	Cllr C. Hogarth
Dementia Partnership	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr P. Knight	Cllr N. Ball
Doncaster and District Deaf Society	1 Year Term of Office Advisory/Observer No specific requirements Liability Insurance provided	2	Cllr J. Kidd Cllr S. Knowles	Cllr J. Kidd 1 Vacancy
Doncaster Safeguarding Adults Partnership Board	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr G. Jones	Cllr R. Blake
Doncaster Safeguarding Children's Board	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr N. Fennelly	Cllr N. Fennelly
Doncaster Schools' Forum	Relevant Cabinet Member attends as an observer because of their Portfolio responsibilities.	1	Cllr N. Fennelly	Cllr N. Fennelly
East Doncaster Development Trust	1 Year Term of Office Voting Member No specific requirements Liability Insurance provided	1	Vacant	1 Vacancy

Humberhead Levels Partnership (Executive Board)	Open-ended Term of Office	1	Melissa Massarella (DMBC Officer)	Melissa Massarella (DMBC Officer)
Industrial Communities Alliance (formerly The Alliance)	1 Year Term of Office Voting Members Knowledge of regeneration is desirable No Liability Insurance provided	2	Cllr C. Hogarth Cllr B. Mordue	Cllr C. Hogarth Cllr B. Mordue
Joint Commissioning Co- ordination Committee	Shared partnership with the Care Commissioning Group. Chaired by the Council's Chief Executive.	1	Jo Miller Kim Curry Riana Nelson Jon Tomlinson Steve Mawson (DMBC Officers)	Jo Miller Damian Allen Riana Nelson Patrick Birch Steve Mawson Rupert Suckling (DMBC Officers)
Joint Health Overview & Scrutiny Committee - Yorkshire & Humber Councils	1 Year Term of Office Voting Members Representative should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair or Vice-Chair of DMBC's Health Scrutiny Panel. No Liability Insurance provided	1	Cllr R. Blake	Cllr A. Robinson
Joint Health Overview & Scrutiny Committee - Commissioners Working Together	1 Year Term of Office Voting Members Representative and sub should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair and Vice- Chair of DMBC's Health Scrutiny Panel. No Liability Insurance provided	1 + 1 sub	Vacant Cllr R. Blake (Sub)	Cllr A. Robinson Cllr C. Ransome

Learning Disability Partnership Board	Open-ended term of office Joint meetings are co-chaired by a Council representative (Assistant Director for Adult Social Care) and a member of the learning disability community.	1	Pat Higgs (DMBC Officer)	Karen Johnson (DMBC Officer)
Mexborough Charity Trust	4 Year Term of Office Mrs T. Leyland-Jepson term ends May 2017 Mr E. Simpson term ends June 2017 Voting/Trustee Members No specific requirements Liability Insurance provided	2	Mrs T. Leyland-Jepson Mr E. Simpson	Cllr A. Pickering Cllr B. Chapman
Mexborough Citizens Advice Bureau	1 Year Term of Office Voting Members Understanding of local area and needs, and of the CAB service is preferred. Experience of charity and staff management desirable. Liability Insurance	2	Mrs T. Leyland-Jepson Mrs S. Phillips	Cllr A. Pickering Cllr S. Gibbons
North East Doncaster Citizens Advice Bureau	1 Year Term of Office Voting Member – DMBC has one vote only which either representative can use Local knowledge of area is desirable Liability Insurance provided	2	Cllr G. Derx 1 Vacancy	Cllr. G. Derx 1 Vacancy

<p>Robin Hood Airport Doncaster Sheffield Consultative Committee</p> <p>^ Strategic Aviation Special Interest Group (SASIG) Member - appointment made by the Executive</p>	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>5 seats to be filled comprising:-</p> <ol style="list-style-type: none"> 1) Cabinet Member for Transport 2) SASIG Member 3) Finningley Ward Member 4) Rossington & Bawtry Member 5) Tickhill & Wadworth Member <p>Knowledge/interest of aviation and the future developments at Robin Hood Airport is desirable</p> <p>No Liability Insurance provided</p>	5	<p>Cllr B. Mordue</p> <p>Cllr. J. Blackham^</p> <p>Cllr J. Cox</p> <p>Cllr R. Blake</p> <p>Cllr A. Smith</p>	<p>Cllr. B. Mordue^</p> <p>Cllr S. Cox</p> <p>Cllr M. Cooper</p> <p>Cllr M. Greenhalgh</p> <p>Note: Cllr B. Mordue to fill both Cabinet Member and SASIG Member positions.</p>
<p>Robin Hood Airport Doncaster Sheffield – Noise Monitoring and Environmental Sub-Committee</p>	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>5 representatives – 1 drawn from each ward of Armthorpe, Finningley, Hatfield, Rossington & Bawtry and Tickhill & Wadworth</p> <p>Knowledge/interest of aviation and the future developments at Robin Hood Airport is desirable</p> <p>No Liability Insurance</p>	5	<p>Cllr T. Corden</p> <p>Cllr J. Cox</p> <p>Cllr L. Curran</p> <p>Cllr R. Blake</p> <p>Cllr A. Smith</p>	<p>Cllr T. Corden</p> <p>Cllr. S. Cox</p> <p>Cllr L. Curran</p> <p>Cllr M. Cooper</p> <p>Cllr M. Greenhalgh</p>

Sheffield City Region Combined Authority	1 Year Term of Office Voting Members 1 representative + 1 substitute ^1 second rotational member No specific requirements	2	Mayor Ros Jones Cllr G. Jones (Sub) Cllr J. Blackham^	Mayor Ros Jones Cllr G. Jones (Sub) Cllr J. Blackham^
Sheffield City Region Combined Authority Transport Committee	1 Year Term of Office Voting Members Political proportionality across the 4 South Yorkshire districts. Currently 2 x Lab 1 x Con. No specific requirements Note: DMBC has historically chaired this body (role conducted by Portfolio Holder for Transport)	3	Cllr J. Blackham Cllr B. Mordue 1 vacancy (Conservative)	Cllr B. Mordue Cllr J. Blackham No nomination from Conservatives
Sheffield City Region Combined Authority Overview and Scrutiny Committee	1 Year Term of Office Voting Members Scrutiny experience preferable Proportional appointments 1 x Labour 1 x Conservative Note: SCRCA's preferred arrangement is to have same reps sitting on both the O&S Committee and the Audit Committee)	2	Cllr J. Mounsey Cllr R. A. Jones	Cllr A. White Cllr R. A. Jones

Sheffield City Region Combined Authority Audit Committee	1 Year Term of Office Voting Member Proportional appointments 1 x Labour 1 x Conservative Note: Representation must include the holder of the position of Chair of DMBC's Audit Committee (Council 25/09/14) and see note above regarding SCRCA O&S Committee.	2	Cllr A. White Cllr R. A. Jones	Cllr A. White Cllr R. A. Jones
Sheffield City Region Local Enterprise Partnership	Elected Mayor represents the Council by virtue of being deemed the Council 'Leader'.	1	Mayor Ros Jones	Mayor Ros Jones
Standing Advisory Council for Religious Education (SACRE)	1 Year Term of Office Voting Members Proportional appointments: 1 x Conservative 3 x Labour Skills/Knowledge/Attributes – An understanding of school improvement and general educational issues and a firm commitment to help improve the quality of provision for all students. No Liability Insurance provided	4	Cllr J. Hart Cllr S. Knowles Cllr M. Khan Cllr N. Fennelly	Cllr K. Rodgers Cllr A. Robinson Cllr D. Smith Cllr J. Wood
Team Doncaster	Elected Mayor chairs the partnership by virtue of being deemed the Council 'Leader'.	1	Mayor Ros Jones	Mayor Ros Jones

Travis Educational Foundation	1 Year Term of Office Voting Members Skills/knowledge/attributes: <ul style="list-style-type: none"> • Knowledge of Thorne and Hatfield communities • Financial/management skills • Debate and decision making • Confidentiality/sensitivity No Liability Insurance provided	2	Cllr L. Curran Cllr P. Knight	Cllr L. Curran Cllr D. Smith
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Joint Authorities – Politically Proportional		No of Reps	2016/17 Representatives	2017/18 Nominations
South Yorkshire Fire and Rescue Authority	1 Year Term of Office Voting Members Political Requirements 2 x Labour 1 x Conservative Liability Insurance provided	3	Cllr P. Haith Cllr E. Hughes Cllr C. Ransome	Cllr P. Haith Cllr C. Hogarth Cllr C. Ransome
South Yorkshire Pensions Authority	1 Year Term of Office Voting Members Political Requirements 2 x Labour 1 x Conservative Liability Insurance provided	3	Cllr E. Butler Cllr J. McHale Cllr J. Wood	Cllr J. Mounsey Cllr S. Durant Cllr S. Cox

Joint Authorities – Politically Proportional		No of Reps	2016/17 Representatives	2017/18 Nominations
Police and Crime Panel	<p>1 Year Term of Office</p> <p>Voting Members (also subs)</p> <p>Political Proportionality across South Yorkshire indicated by host Authority.</p> <p>Elected Mayor is appointed as of right plus one Labour Group representative.</p> <p>No Liability Insurance provided</p>	2 + 2 subs	<p>Cllr C. McGuinness</p> <p>Substitute Cllr. G. Jones</p> <p>Cllr J. Healy</p> <p>Substitute Cllr. G. Jones</p>	<p>Cllr D. Hughes</p> <p>Cllr S. Wilkinson</p> <p>Substitute Cllr C McGuinness</p>

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19th May, 2017

To the Chair and Members of the COUNCIL

MEMBER DEVELOPMENT PROGRAMME 2017/18

EXECUTIVE SUMMARY

1. This report provides details of the 2017/18 – 2020/21 member training and development programme.

EXEMPT REPORT

2. Not exempt

RECOMMENDATIONS

3. That Council endorse:-
 - a. The programme of Member Development activities and seminars scheduled for 2017/18 at Appendix A, including the list of training deemed to be mandatory for all Members and for specific groups of Members; and
 - b. The approach to a four year Member Development Programme outlined at paragraphs 8 to 10.

BACKGROUND

4. A planned and co-ordinated approach to Member Development is helpful in supporting Councillors to fulfil their roles effectively. It also helps support good governance by ensuring Councillors fully understand their responsibilities and how they can support the delivery of Council and Borough's priorities. This report sets out the Council's training and development programme 2017/18 (attached at Appendix A) and its approach to Member Training for the period 2017 to 2021.

Evaluation of Member Development Activities 2016/2017

5. During 2016/17 the Member Development Working Group (MDWG) (Councillors: Tony Corden/Joe Blackham - Chair, Sue Wilkinson, Richard A Jones, Andy Pickering and Clive Stone) reviewed and monitored the effectiveness of Member Development and progress against the 2016/17 training programme.
6. All Members who were required to undertake mandatory training to undertake a specific role e.g. Chairs training, Licensing, Planning and Audit Committee Member completed their training last year. However, attendance on mandatory training courses for all Members including Induction, Safeguarding, Corporate Parenting, Data Protection, Health and Safety and Equalities was 85.4% overall. This will not be acceptable in the forthcoming 4 year cycle and all members will be required to undertake the relevant mandatory training as

listed in Appendix A. The MDWG help raise awareness of training and development within their groups and encourage attendance. Attendance details are published on the Council's website.

7. Evaluation forms are used to feedback to those delivering training to ensure any necessary improvements can be made to future events and any good practice can continue. These forms are also analysed by the MDWG. Training is delivered mainly in house whilst some training is commissioned and delivered by external providers where this provides better value for money or requires specific expertise.

Approach to Member Training 2017/18 and onwards

8. In reviewing current training and development MDWG supported the following approach to Member training and development over the next 4 years:

9. **Year 1 – Understanding the Essentials.**

- This includes **Induction and a programme of mandatory training** on issues such as Equalities, Data Protection, Health and Safety, Safeguarding and Corporate Parenting. Once undertaken this training will not need to be undertaken again during the current four year term unless there are significant policy or legislative changes. Members will be required to undertake Data Protection training on an annual basis which is consistent with the Council's requirement for its staff.
- As in previous years the Council has agreed that **mandatory training will be required before Members can undertake specific roles** on Committees e.g. Licensing and Planning and Charing. This applies to all Members whether newly elected or re-elected. This will ensure a consistent standard of training and awareness for those before Members are involved in regulatory decision making. Although once undertaken the training will be valid for 4 years, where required refreshers and updates will be provided where there are policy or legislative changes. This training will be run annually to take account of any changes to Committees at Annual Council.
- **An indicative Member Development Programme 2017/18 is attached at Appendix A for Members information** this was circulated to all Members in April.. Any changes to dates, times or venue since this was initially circulated are **highlighted**. This will be further developed during the course of the year to incorporate any additional requirements including seminars and briefings. During Year 1 Members will also be given the opportunity to identify any gaps in knowledge and skills and this will be used to develop a programme of training for future years.

Year 2 – The Developing Councillor. Key features include:

- **Mandatory training for specific roles** to take account of changes arising from the appointment to Committees at Annual Council.
- **A programme of Member Seminars and briefings.**

- **A focus on developing skills for Councillors** identified from the questionnaire issued in Year 1.
- **A mid-term review** of Member Development Programme at the end of year 2.

Year 3 – Consolidating Skills and knowledge. Key features include:

- **Mandatory training for specific roles** to take account of changes arising from the appointment to Committees at Annual Council.
- **A programme of Member Seminars and briefings.**
- **Advanced skills training and masterclasses.**

Year 4 - Future Planning -Key features include:

- **Mandatory training for specific roles** to take account of changes arising from the appointment to Committees at Annual Council.
- **A programme of Member Seminars and briefings.**
- **Advanced skills training and masterclasses**
- **End of term questionnaire** to help inform future Member Development Programme.
- **Review and reflection of 2017-21 training programme** and tracking effectiveness of Councillor development.
- **Draft Induction and Training programme** for 2021 and beyond.

10. The above plan outlines the direction for Member training over the next 4 years and will be subject to regular review by the MDWG and presented to council for information. Once the programme begins and an assessment of development need has been undertaken the MDWG can advise of the relevant topics to be included within the programme. The programme will be presented to Council on an annual basis to ensure there is elected Member buy in and awareness.
11. Other key areas that will be considered as part of the Council's Member Development offer include:
 - Continue to explore how Officers and Councillors can work together to deliver and ensure effective community outcomes. This concept is wider than training and development and will take account of such issues as identifying effective behaviours, use of equipment and technology, building up networks and contacts as well as understanding communities.
 - Continuing to support Councillors to become more digitally enabled by providing further support and training as well as the development of applications that will support remote and flexible working. Significant work has taken place by the Digital Council Team to support and engage with Councillors and support them in the use of new technology.
 - Identify opportunities to develop effective networks, best practice and additional resources that will support and enhance Member Development and support Councillors in effectively undertaking their roles and responsibilities.

- Identify best practice nationally and locally and ensure this is disseminated to Councillors.
- Establish more training materials and resources to assist Councillors and explore the opportunities for e-learning.

OPTIONS CONSIDERED

12. To support an annual training programme and planned approach to Member Development over a four year term.
Consider Member training and development on a year by year basis.

REASONS FOR RECOMMENDED OPTION

13. Endorsing an initial training programme and agreeing the principles of future training and development for the current cohort of Councillors will help establish a planned and co-ordinated programme of development activities.
14. The MDWG will continue to review the programme regularly to ensure it is relevant and stays on track. The programme is a planned approach aimed at meeting the development needs of Members now and in the future. Identifying mandatory training serves to support Members in their role ensuring clarity and identifying any risks or corporate/personal liabilities.
15. In 2016 Annual Council agreed that following the local elections in 2017 all Members should attend mandatory training regardless of whether they have previously undertaken it. Unless there are any significant updates or legislative changes this would remain valid for their four year term of office (subject to any necessary updates). Other mandatory courses e.g. Licensing, Planning, Chairing skills would still need to be run annually to take account of any changes following Council's annual review of committee memberships.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

16. Ensuring Members receive the necessary training and development to undertake their duties effectively will impact on all of the priority outcomes.

RISKS AND ASSUMPTIONS

17. Mandatory training for all Members on areas such as Data Protection, Equalities and Health and Safety will ensure Members have a clear understanding of their roles and responsibilities and are aware of any significant risks including any corporate or personal liabilities. There is a risk to the Council if Members do not engage with this training and do not fully understand their responsibilities. The MDWG and officers will work with Members and Groups to ensure attendance at these sessions.
18. The MDWG will continue to monitor development activities including attendance, feedback and evaluation from events. This will provide the opportunity to further encourage participation within political groups and review the effectiveness of courses.

LEGAL IMPLICATIONS

19. The Council has the legal power to arrange training for Members by virtue of both S111 Local Government Act 1972 (which gives Local Authorities the power to do anything “which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions” and S1 Localism Act 2011 (the general power of competence:) “a local authority has power to do anything that individuals generally may do unless restricted by law).

FINANCIAL IMPLICATIONS

20. A budget of £10k exists to support Member Training and Development, which will mainly be used to support external provision. This budget has been sufficient during 2016/17, and is expected to be for the indicative 2017/18 programme.

TECHNOLOGY IMPLICATIONS

21. There are no specific technology implications associated with this report. ICT & Digital Council have been working with Councillors to promote and assisted them in utilising technology in undertaking their roles. The organisation will continue to facilitate this support and access to technology to assist Councillors in undertaking their roles and duties. Consideration should be given to how Technology & ICT can be utilised to support the development and delivery of the Member Development Programme.

HUMAN RESOURCE IMPLICATIONS

22. There are no specific HR implications associated with this report, however where the need for external training is identified due regard must be given to the Councils Contract Procedure Rules for the procurement of works, supplies and services.

EQUALITY IMPLICATIONS

23. To ensure Members are aware of the Council’s responsibility under the Equality Act 2010 mandatory training is provided to all Members. Officers in the Governance Services team are available to support and make suitable arrangements for Members who may not be able to access training because they have a protected characteristic e.g. due to disability.

CONSULTATION

24. The MDWG has been consulted in the development of the programme of training scheduled. Training dates have been circulated to all Councillors and candidates in the recent local government elections. Minor changes to the dates previously circulated to Members are highlighted on the schedule at Appendix A.

BACKGROUND PAPERS

There are no specific background papers associated with this report.

REPORT AUTHOR & CONTRIBUTORS

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Scott Fawcus
Assistant Director of Legal & Democratic Services

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2017/18

Unless otherwise indicated, all training is scheduled for 2 hours maximum.

No.	Topic	Date
1	New Member Induction - Mandatory for newly elected Councillors. Members who were serving Councillors during 2016/17 are not required to attend although they are welcome to attend any part of the induction session.	New Councillors are required to attend all 3 sessions in the Council Chamber: Mon 8 May – 9.00am – 3.45pm Tues 9 May – 9.00 am – 3.45pm Weds 10 May – 9.00am – 3.30pm
MANDATORY TRAINING – <u>ALL</u> MEMBERS - once undertaken will be valid for 4 years. Members need only attend one of the 3 sessions per subject area identified below.		
2	Understanding Equalities	Mon 12 th June 2017, 2:00pm - Room 210 Mon 26 th June 2017, 10:00am Room 210 Wed, 5 th July, 2017, 5:00pm – Room 008
3	Children's Services Safeguarding	Thurs 8 th June 2017, 5.30pm Rm 007a and b Fri 14 th July 2017 at 10am Rm 007a and b Wed 26 th July 2017, at 1.30pm Rm 209
4	Corporate Parenting	Friday 16 th June 2017, at 10am Rm 007a&b Tues 11 th July 2017, 5:30pm Rm 007a&b Thurs 20 th July 2017, at 2pm Rm 209
5	Information Governance and Data Protection. (There is a legal requirement to complete this training annually).	Weds 14 th June 2017, 2.30pm Rm 210 Friday 7 th July 2017, 10am Rm 210 Tuesday 18 th July 2017, 5pm Rm 210
6	Health & Safety for Elected Members	Monday, 22 nd May 2017, 10am Rm 210 Thurs, 15 th June 2017, 3:00pm Rm 210 Monday 17 th July 2017, 5:00pm Rm 008
7	Adult Safeguarding	Tuesday 23 rd May 2017, 5pm Rm 008 Tuesday 20 th June 2017, 2pm Rm 007a & b Wednesday 12 th July 2017, 10:00am Rm 409
MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES This is compulsory for all relevant Committee Members - non Committee Members may also attend.		
8	Planning Induction	25 th May 2017, 9:30am Rm Council Chamber
9	Licensing Induction	Tuesday 6 th June 2017, 1.30pm Rm 210
10	Audit Induction	Mon 13 th June 2017, 1.30pm prior to Audit Committee meeting, Rm 209
11	Chairing Skills compulsory for Chairs & Vice Chairs of Committees (Chairs are only required to attend 1 of the 3 sessions)	Tues, 23 rd May 2017 – 10:00am Rm 210 Weds, 24 th May 2017 – 5:30pm Rm 209 Weds, 31 st May 2017 – 2:00pm Rm 210

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2017 (continued)

MANDATORY FOR IDENTIFIED GROUPS – Members are only required to attend one of the scheduled sessions per subject area.		
12	Performance Management – Mandatory for Cabinet & Scrutiny Members	<p>Mon 5th June 2017, 2:00pm – 4:00pm – Room 210.</p> <p>Thurs 22nd June 2017, 5:00pm Rm 007a and b</p> <p>Thurs 6th July 2017, 10:00am Rm 007a and b</p>
13	Local Government Finance - Mandatory for newly elected Members.	<p>Mon, 19th June 2017, 1.30pm Rm 209</p> <p>Thurs, 3rd July 2017, 10:00am Rm 210</p> <p>Weds, 14th June 2017, 5:00pm, Rm 008</p>
14	Scrutiny and Challenge – Mandatory for Overview and Scrutiny Members	<p>Weds, 24th May 2017, 10:00am Rm 209</p> <p>Mon, 26th June 2017, 2:00pm Rm 209</p> <p>Tues, 4th July 2017, 5:00pm Rm 008</p>
15	Partnership Governance Training – Mandatory for Councillors appointed to Outside Bodies.	<p>Weds 14th June 2017, 10:00am Rm 210</p> <p>Thurs 6th July 2017, 2:00pm Rm 209</p> <p>Thurs 20th July 2017, 5:30pm Rm 209</p>
16	DIGITAL TEAM DROP IN SESSIONS (the Digital Team will also be available during Induction to support Councillors with their ICT needs)	<p>Thursday, 25th May 2017, 12:00pm – 2:00pm – area outside Council Chamber</p>
BRIEFING SESSIONS – Details of seminars and briefings will be provided as and when arranged. All Members are invited to attend.		
17	4 year Council Plan and Budget Strategy	<p>Wednesday, 21st June 11am – 2 pm. Council Chamber</p>
18	Prevention Matters: How elected members can improve the health of their communities (Limited places – booking required)	<p>Wednesday 28th June 9.30am – 3.30pm. Cast</p>

19th May, 2017

To the Chair and Members of the COUNCIL

MEMBER'S ALLOWANCE SCHEME 2017/18

EXECUTIVE SUMMARY

1. This report seeks Council approval of the Member Allowance Scheme for 2017/18.

EXEMPT REPORT

2. Not exempt

RECOMMENDATIONS

3. That Council:-
 - I. Confirm whether it wishes to accept or reject the 1% increase on Members allowances effective from 1st April 2017, the current rates of allowance and the rates including the proposed 1% increase from 1st April 2017 are detailed at Appendix A
 - II. Note that this is a collective decision of Council however, any Councillors who wish to forego any part of their allowance may do so by notifying the Director of Finance and Corporate Services in writing.
 - III. Confirm that in future the Member Allowance Scheme be considered annually by Council to take account of any proposed annual inflationary increase.
 - IV. Note that a comprehensive review of the Member Allowance Scheme be undertaken during 2017

BACKGROUND

4. In accordance with the Local Authorities (Member Allowances) (England) Regulations 2003, the Council is required to agree a Scheme in respect of payment of allowances to each Member of the Authority (basic allowance) and any additional payments to authority Member's for additional responsibilities (special responsibility allowances) e.g. Chair of a Committee, Cabinet Member or Group Leader. The Council's basic allowance is an all-inclusive allowance paid to all Members and the Mayor and covers such expenses as travel within the Borough, parking and subsistence.
5. One of the requirements of the Scheme is to make provision for an annual adjustment of allowances and the Council must not rely on that index for a period of more than 4 years. When the scheme was last reviewed on 27th November 2014, it was agreed that the inflationary index for determining annual increases in Member allowances be in line with the National Joint

Council (NJC) pay award for Local Government employees. This increase was incorporated within the revised scheme agreed by Council effective from 1st April 2015.

6. In January 2016 the National Joint Council for Local Government Services agreed the NJC pay award would incorporate a 1% increase from 1st April 2016 and a further 1% effective from 1st April 2017. In 2016 Members were informed of the implementation of the pay award and the changes to the Scheme. Those Members who wished to forego the payment of the increase on their allowance contacted the Director of Finance and Corporate Services directly or via their respective Groups. Appendix A details the Scheme and rates payable from 1st April 2016 and the proposed rates from April 2017.
7. The Regulations state that before the Council can make or amend its Scheme it shall have regard to recommendations made to it by its Independent Remuneration Panel (IRP). However, where the only change made to a Scheme is consideration of the annual adjustment made in accordance with the agreed index, the Scheme shall be deemed not to have been amended. The Regulations require Council to consider the inclusion of the pay award on an annual basis. Council is asked to note that the award of an annual inflationary adjustment from 1st April 2017 is the only aspect of the scheme Council is asked to consider. It cannot for example, increase or reduce any of the other allowances or make retrospective changes to annual inflationary indexes that may have already been implemented.
8. It is recommended that a full review of the Member's Allowances Scheme be undertaken during the course of the year to ensure it remains fit for purpose and takes account of any relevant changes that impact on the duties undertaken by Councillors. Any amendments would need to be presented and agreed by Council before being implemented with effect from 1st April 2018.
9. Should Council agree to accept or reject the 1% increase this will be a binding decision on all Councillors however, the Scheme does provide for any Member to forego any part of their allowance at any time by notifying the Director of Finance and Corporate Services in writing.
10. To ensure there is greater transparency and consistency in administering the Scheme in future, Council is asked to confirm whether it wishes to accept the 1% increase on allowances from 1st April 2017 and approve the Scheme for the forthcoming year. Appendix A sets out the allowance payable to Members for 2016/17 and the amount which includes an additional 1% that is effective from 1st April 2017. If agreed, these new amounts will be incorporated into the Member's Allowance Scheme 2017/18.

OPTIONS CONSIDERED

11. The two main options are:
 - i. Not to consider approving the Members Allowance Scheme 2017/18.
 - ii. To approve a Members Allowance Scheme 2017/18

REASONS FOR RECOMMENDED OPTION

12. Seeking a full Council decision on the scheme for 2017/18 and future years will provide transparency and clarity on the payment of allowances to elected Members.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

13.

	Outcomes	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	<p>Council services are modern and value for money.</p>	
	<p>Working with our partners we will provide strong leadership and governance.</p>	<p>Seeking Council approval of the scheme will provide clarity and accountability thereby supporting good</p>

RISKS AND ASSUMPTIONS

14. There are no specific risks associated with this report.

LEGAL IMPLICATIONS

15. The Local Authorities (Members' Allowances) (England) Regulations 2003, provides for the establishment and approval of a scheme of allowance for elected Members. A scheme or any changes to the scheme including basic allowances or Special Responsibility allowances are a Full Council decision and this must take account of the recommendations of the Independent Remuneration Panel. However, where a scheme makes provision for an annual adjustment of allowances and where the only change made to a scheme in any year is that affected by such annual adjustment the scheme shall be deemed not to have been amended. In this case there is no requirement for a further recommendation from the Independent Remuneration Panel before Council consideration.
16. The Council is required to maintain up to date details of its Scheme and to publish this on its website annually together with details of allowances paid to its Members (both basic and Special Responsibility allowances) for the previous 12 months i.e. 1st April to 31st March.

FINANCIAL IMPLICATIONS

17. In January 2016 the National Joint Council for Local Government Services agreed the JNC pay award would incorporate a 1% increase from 1st April 2016 and a further 1% effective from 1st April 2017.
18. In 2016, Members contacted the Director of Finance and Corporate Services directly or via their respective Groups to confirm whether they wished to waive the 1% increase. Those Members that did not contact the Director of Finance and Corporate Services to waive the allowance received the 1% increase.
19. Council is asked to confirm whether it wishes to accept the 1% increase on allowances from 1st April 2017 and approve the Scheme for the forthcoming year. Appendix A sets out the revisions to the basic responsibility allowance and Special responsibility allowances should the 1% increase be accepted. If agreed these new amounts will be incorporated into the Member's Allowance Scheme 2017/18.
20. The respective member allowance budgets have been increased in 16/17 and 17/18 to reflect the 1% increase, as per Appendix A.

HUMAN RESOURCE IMPLICATIONS

21. There are no specific HR implications associated with this report.

TECHNOLOGY IMPLICATIONS

22. There are no specific technology implications associated with this report.

EQUALITY IMPLICATIONS

23. There are no specific equality issues in respect of this report.

CONSULTATION

24. Elected Members have been informed of the proposed 1% pay award.

BACKGROUND PAPERS

25. Independent Remuneration Report to Council on 27th November 2014.

REPORT AUTHOR & CONTRIBUTORS

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MEMBERS ALLOWANCES

ALLOWANCE	CURRENT RATE EFFECTIVE FROM 1 st APRIL 2016	ADDITIONAL 1% EFFECTIVE FROM 1 st APRIL 2017
Basic (all inclusive allowance for expenses e.g. travel in the Borough, parking and subsistence)	£12,241.20	£12,363.61
Mayor	£48,964.80	£49,454.45
Deputy Mayor	£15,301.50	£15,454.52
Civic Mayor	£12,241.20	£12,363.61
Deputy Civic Mayor	£1,224.12	£1,236.32
Cabinet Member	£12,241.20	£12,363.61
Chairs		
Planning Committee	£6,120.60	£6,181.81
Elections & Democratic Structures Committee	£1,224.12	£1,236.32
Audit Committee	£6,120.60	£6,181.81
Licensing Committee	£6,120.60	£6,181.81
Overview & Scrutiny Management Committee	£12,241.20	£12,363.61
Vice Chairs		
Planning Committee	£2,448.24	£2,472.72
Licensing Committee	£2,448.24	£2,472.72
Overview & Scrutiny Management Committee	£3,060.30	£3,090.90
Group Leaders		
30 or more Members	£6,120.60	£6,181.81
15-29 Members inclusive	£2,448.24	£2,472.72
5-14 Members inclusive	£1,224.12	£1,236.32
Co-optees		
Children & Young People Overview & Scrutiny Panel	£612.06	£618.18
Audit Committee	£612.06	£618.18
Co-optee who is also Chair of CYP O&S Panel	£3,060.30	£3,090.90
Co-optee on any other Council Committee	£612.06	£618.18

19th May, 2017

To the Chair and Members of the COUNCIL

INDEPENDENT PERSON APPOINTED UNDER SECTION 28 OF THE LOCALISM ACT 2011

EXECUTIVE SUMMARY

1. This report seeks the Council's approval to re-appoint Mr Philip Beavers for a further 4 years as the Council's Independent Person appointed under Section 28 of the Localism Act 2011 to assist the Monitoring Officer in dealing with allegations of Member misconduct. It also recommends that the IP is, in future, paid an annual allowance of £1000 for carrying out this role, and seeks ratification by Council of IP sharing arrangements with the other South Yorkshire local authorities in cases of conflicts of interest or absences. The Audit Committee considered these proposals at its meeting held on 6th April 2017 and agreed to recommend to Full Council that they be approved.

RECOMMENDATIONS

2. That the Full Council:-
 - (i) re-appoints Mr Philip Beavers as the Independent Person to assist the Monitoring Officer in dealing with complaints of alleged Member misconduct for a further 4 year period to 31st May 2021;
 - (ii) approves the payment of an annual allowance of £1000 to the Independent Person for undertaking his role; and
 - (iii) ratifies the proposed arrangement outlined in paragraph 7 of the report to enable Doncaster MBC to participate in the sharing of reserve Independent Persons across the four South Yorkshire authorities.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Having robust ethical governance policies and procedures in place helps to maintain openness, transparency and probity in the way that the Council conducts its business. This in turn should help increase public confidence in local governance through maintaining high standards of conduct by Members.

BACKGROUND

4. Under the Localism Act 2011, the arrangements adopted by the Council to deal with the consideration of Councillor Code of Conduct complaints must include provision of one or more Independent Persons. Under the Act, the functions of an Independent Person are as follows:-

- They **must** be consulted by the Council before it makes a finding as to whether a Councillor has failed to comply with the Code of Conduct or

decides on action to be taken in respect of that Councillor (this means on a decision to take no action where the investigation finds no evidence of a breach or, where the investigation finds evidence that there has been a breach, on any local resolution of the complaint, or on any finding of breach and on any decision on action as a result of that finding);

- They **may** be consulted by the Council in respect of a Code of Conduct complaint at any other stage of the process; and
- They **may** be consulted by a Councillor or Co-opted member of the Borough Council or of a Parish Council against whom a complaint has been made.

Under this Council's locally agreed process for the consideration of Councillor Code of Conduct complaints, provision was made for consultation by the Monitoring Officer with an Independent Person at each stage of the complaints process.

5. At its meeting in July 2012, the Council appointed Messrs Philip Beavers and Ian Daines as the Independent Person and reserve Independent Person respectively, for an initial one year term, to be reviewed in May 2013. Their terms of office were subsequently extended by the Full Council in May 2013 for a further 4 year period to 23rd May 2017.

Re-appointment of Mr Philip Beavers

6. Since the resignation of Ian Daines as reserve Independent Person in June 2015, the role of Independent Person has been undertaken solely by Philip Beavers. The Localism Act does not prescribe a time limit on the term of office of the Independent Person and this is therefore within the discretion of the Council. The Council can either carry out another recruitment process for a new Independent Person, or it can re-appoint Mr Beavers for a further term. Mr Beavers has a wealth of experience and knowledge on Standards and ethical governance matters, and has performed the role of Independent Person diligently. Mr Beavers has also confirmed that he is happy to continue undertaking this role. It is therefore proposed that he be re-appointed for a further 4 years, to 31st May 2021. A short biography of Mr Beavers is attached at Appendix A of this report for Members' information.

South Yorkshire Independent Person Sharing Arrangement

7. Since the new local Standards arrangements were introduced in 2012, there has been an informal understanding within the four South Yorkshire local authorities that each can use each other's Independent Person(s) if and when required. While this facility to borrow another authority's Independent Person has never been called upon to date by Doncaster Council, it is nevertheless a useful standby arrangement, in the event that Philip Beavers is ever unable to assist the Monitoring Officer with a complaint case, due to a conflict of interest or being unavailable for any other reason. It is therefore considered appropriate that Full Council takes this opportunity to formally ratify this sharing arrangement between Doncaster Council and the other South Yorkshire authorities.

Payment of Allowance

8. When the Council first appointed the Independent Persons in 2012, it was agreed that they would be paid expenses only. The majority of local authorities elsewhere now pay their Independent Persons an annual allowance of between £500 - £2000 as recompense towards the time and expenses incurred in performing their duty. In terms of his usual role as the Independent Person, Mr Beavers regularly assists the Monitoring Officer on Code of Conduct matters, including assessing complaints, face to face meetings with the Monitoring Officer, accompanying the Monitoring Officer on visits to Parish/Town Councils where there have been Code of Conduct issues, and attending relevant networking events/workshops.
9. Furthermore, there is now a legal requirement for two Independent Persons to be involved in any Panel which is formed to consider the dismissal of one of the Council's statutory officers. In Doncaster Council's case, this would be Mr Beavers plus one other Independent Person drawn from the South Yorkshire pool of Independent Persons.
10. In light of this additional requirement on the Independent Person, and given that Mr Beavers is frequently called upon to assist the Monitoring Officer in dealing with Code of Conduct complaints, it is felt appropriate that Mr Beavers receives an allowance of £1000 p.a. for serving as the Council's Independent Person.

OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION

11. Under the Localism Act, the Council has a duty to 'promote and maintain high standards of conduct by its Members and Co-opted Members of the Authority' and must implement those provisions detailed in the Act, including having in place a process for the consideration and determination of complaints alleging breaches of the Code of Conduct, and appointing an Independent Person.
12. The payment of an allowance to the Council's Independent Person is felt appropriate given the significant and valuable contribution made by Mr Beavers in supporting the Council's Monitoring Officer on Code of Conduct matters.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

13.

Outcomes	Implications
Working with our partners we will provide strong leadership and governance.	<p>The role of the Independent Person in supporting the Council's Monitoring Officer and Chief Officers Investigatory Sub-Committee contributes towards:</p> <ul style="list-style-type: none">• ensuring that Council arrangements are open, accountable and ethically strong;• the promotion of high standards of conduct;• building a 'bond of trust' between the Council and its communities.

RISKS & ASSUMPTIONS

14. There are no identified risks associated with this report.

LEGAL IMPLICATIONS

15. Section 28 of the Localism Act 2011 requires Principal Authorities to have in place arrangements for investigating allegations of Member misconduct and taking decisions on those allegations. It also requires Councils to appoint at least one Independent Person who is to be consulted as part of the complaint handling process. The Authority must seek the views of the Independent Person and take them into account before making a decision on an allegation which it has decided to investigate. Section 28(8) provides that a person appointed does not cease to be independent as a result of being paid any amounts by way of allowances or expenses in connection with performing the duties of the appointment. An Independent Person is not a Member or Co-opted Member of the authority, and therefore is not covered by the Members' Allowances Scheme.
16. Under the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, Independent Persons now have an additional formal statutory role serving on a Panel, when required, to advise the Council prior to any vote on whether to dismiss the Council's Head of Paid Service, Monitoring Officer and Chief Finance Officer ('Protected Officers'). Under these regulations, the Panel must contain at least two Independent Persons (these would comprise Doncaster's IP and one other IP drawn from the South Yorkshire pool).

FINANCIAL IMPLICATIONS

17. The cost of the proposed allowance of £1000 p.a. to be paid to the Independent Person will be met from existing provision within the Monitoring Officer's budget.

TECHNOLOGY IMPLICATIONS

18. There are no specific technology implications arising from this report.

EQUALITY IMPLICATIONS

19. There are no specific equality implications associated with this report.

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Mr Philip Beavers

Philip Beavers previously served as an Independent Member of Doncaster Council's Standards Committee from May 2008 until the Committee's disbandment in 2012. During that time, he Chaired meetings of the Standards Assessment, Review, Consideration and Determinations Sub-Committees in dealing with complaints against Members.

Philip retired as a Director of a company within the Financial Services sector and Company Secretary of a firm of solicitors. His public/voluntary work includes being the Independent Person for both North Yorkshire Fire and Rescue Service and Rotherham MBC. He has Chaired the Family Court in Doncaster and latterly was Chairman of the Doncaster bench until 2015, when the usual three year term of office came to an end. He has also Chaired the Lord Chancellor's Advisory Committee, advising the Lord Chancellor on the appointment and conduct of justices within the town. He is currently a member of the PCC at St Mary's Parish Church, Tickhill, having served as a Churchwarden for a period of six years.

Since the new local Standards arrangements were introduced in 2012, Philip has served as this Council's primary Independent Person appointed under the Localism Act to assist the Monitoring Officer in dealing with allegations of Member misconduct.

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To the Chair and Members of the COUNCIL

GOVERNANCE ARRANGEMENTS: OVERSIGHT AND TRANSPARENCY OF THE WORK OF EXTERNAL PARTNERSHIPS AND COUNCIL COMMITTEES

EXECUTIVE SUMMARY

1. This report follows an assessment of the Council's working in partnerships, conducted during 2016/17. It seeks to strengthen the accessibility and oversight of information relating to partnerships' activities in order to ensure, on an ongoing basis, partnerships are operating effectively, contributing to borough and corporate priorities and providing value for money. The assessment in 2016/17 has also led to a proposal to review the Council's participation in a number of partnerships during 2017/18.
2. This report also refers to arrangements in place to support Members involved in formal partnership working on behalf of the Council. These arrangements include the provision of training and support, and the provision of guidance and rules relating to the avoidance of conflicts of interest.
3. This report also seeks to address a current anomaly within the Council's constitution relating to Members' ability to pose questions without notice in Council meetings to Chairs of committees. Currently, some Chairs can be asked questions by Members without notice while others cannot.

RECOMMENDATIONS

4. The Council is asked:

- **To agree the reporting and reviewing of partnerships' activity set out in paragraphs 14 to 16 and appendices 1 to 3 of this report**
- **To note the proposal to review the Council's participation in a number of partnerships, and to present details of reviews and any proposals in due course to the relevant body responsible for overseeing each respective partnership, as shown in appendices 1 to 3**
- **To agree to the refreshing and re-running of training events for appointed persons to ensure they are clear about their roles and responsibilities, and to make attendance at training mandatory for appointed persons**
- **To note the importance of avoiding and managing any potential conflicts of interest relating to partnership workings**
- **To approve proposals for allowing Members' questions without notice at Council meetings to the Chairs of the Audit and Elections & Democratic Structures Committees and the Health and Wellbeing Board and amend**

the Council's Constitution (Council Procedure Rule 15.2.1) accordingly.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

5. A set of principles and practice for the reporting of partnerships' decisions and activities ensures the Council adopts a consistent and proportionate approach to managing partnerships' risks. This ensures there is adequate stewardship of public funds on behalf of citizens, and provides confidence to the Public that effective controls are in place to manage risks.
6. Effective governance also ensures partnerships' working contributes to the effective and efficient provision of services to the Public and the achievement of value for money.

BACKGROUND AND PROPOSALS

Background

7. Local Government and communities' objectives are increasingly met through partnership working. It is not possible for local authorities to deliver services on their own; they must work with others to ensure services meet the needs of those who use or need them, efficiently and effectively. This is not just at a statutory level, involving working with other public sector bodies; it is also at a very local level, with community based groups
8. Doncaster Council recognises this and puts partnership working at the heart of its approach. Leadership encourages and expects all Members and officers to look for opportunities to work with others both strategically and while carrying out their day-to-day activities. In leading the authority and in their representative roles, Members in particular will wish to see and shape the development of partnership working to achieve corporate and borough priorities.
9. Locally, the need for appropriate partnerships' governance has been highlighted through:
 - Historically, decisions being made by individuals without having the necessary delegated authority
 - Interventions being required to help address financial risks
 - Inconsistent and in some cases insufficient oversight of formal partnership activity
 - Uncertainty amongst some appointed persons about their roles and respective responsibilities to partnerships and the Council
 - Partly related to the above, some difficulties in relation to potential conflicts of interest relating to individuals' substantive and appointed roles.
10. The Council formally makes appointments to a wide range of partnerships including the Combined City Region Authority, various joint committees, various commercial arrangements and even a number of small, local, charities. There are a number of reasons why these appointments are made formally, ranging from legislation or regulations, long-standing agreements and trust/company constitutions. At the moment, however, there is not consistency in how the Council

receives information about its partnership activity.

11. This report seeks to implement effective and consistent arrangements for the oversight of the work of external partnerships, balancing the need to meet good governance requirements while not straightjacketing every partnership meeting and conversation with significant bureaucracy. To not put in place appropriate arrangements would leave the Council potentially exposed to the implications of any poor decisions or actions taken by any partnerships.

External Partnerships

12. For the purposes of this report, a partnership has been defined as:

An entity involving the Council and one or more other bodies working together to achieve an objective relevant to the Council's own priorities, objectives or responsibilities.

13. Other criteria that would determine the formal status of any partnership are (1) that they require formal appointment by the Council or Mayor and/or (2) they are significant for other reasons, including they:

- Have a significant role in relation to the achievement of a Council objective or priority
- Involve a significant financial commitment by the Council or could have a significant financial impact
- Have or could have a very significant reputation impact.

14. The number of external partnerships identified based on this definition and criteria is 74. Currently, with a small number of exceptions (specifically, 9 partnerships), the activities and decisions of the partnerships are not reported into or overseen by any group within the Council's formal structure. This makes it difficult for the Council corporately to confirm and demonstrate best value is being achieved through these arrangements. It also leaves the Council potentially exposed to the implications of any poor decisions or actions taken by the partnerships.

15. **Appendices 2 and 3** in this report show the proposed reporting lines for all external partnerships identified through the 2016/17 exercise. These proposals are based on a logical relationship between the partnerships and the body proposed to receive information about the partnerships. So, for example, details relating to statutory joint authorities should be given to full Council, regional overview and scrutiny bodies' activities should be referred to scrutiny and any partnerships where executive powers have been delegated would report to Cabinet. It is proposed that overview of smaller partnerships, many of which are charitable in nature, should be delegated to relevant officer management teams; this would be proportionate to their level of significance and allow a fair allocation of the overall level of work involved.

16. In terms of the details to be reported, in most cases it is proposed minutes will be used. However, where formal minutes do not exist or are not useful in providing information, short reports will be produced summarising the partnerships' activities, including any forward plans where these are held. The frequency of reports (where these are used instead of minutes) will be either half-yearly or yearly, and will be determined for each partnership based upon its inherent significance, taking

account of:

- The potential impact on Council services or resources that could be made by decisions of the partnership
- The level of funding committed to the partnership
- Any specific reputation risks
- The infrastructure and governance arrangements applicable to the partnership
- Any previous weaknesses experienced.

Review of Partnerships

17. The assessment conducted in 2016/17 has highlighted a number of partnerships where it is proposed to review the Council's involvement and, where appropriate, suggest the Council's withdrawal from the partnerships or the partnerships' cessation. In some cases the partnerships are, in practice, obsolete, having not met for several years. In other cases, the Council's participation is long-standing and historic, and may not now be desirable or sustainable. The partnerships where further consideration of the Council's participation will be given during 2017/18 are indicated in appendices 2 and 3. Any proposals for change will be presented on a case by case basis to the relevant body responsible for overseeing each respective partnership, as shown in appendices 2 and 3.

Support Arrangements and Conflicts of Interest

18. Feedback from persons appointed to represent the Council on partnerships confirms a need to continue with and augment current training provision to help appointees to fulfil the roles expected of them. Training has been made available to appointed persons over the last two years, however, not all appointed persons were able to attend, and there have since been new appointments made.
19. Support is also available on an ongoing basis primarily from Legal and Democratic Services to any appointees who have any specific queries or concerns. There is an ongoing need to provide training and support to persons appointed to partnerships.
20. Training covers appointees' responsibilities to the partnership and Council, and also how to deal appropriately with any conflicts that might arise from time to time. Wherever possible, placing representatives in roles that would create a clear potential for conflict with their substantive positions should be avoided or, if it cannot be avoided, appropriately declared and managed.

Internal Management Boards and Steering Groups

21. The Council currently has 10 internal management boards and steering groups covering key strategic activities, as follows:
- *Board to manage the 2017/2021 4 year plan (Title to be confirmed)*
 - DN17 Implementation Boards
 - Children's Trust Management Board
 - Adults Improvement Board
 - Corporate Governance Group

- Senior Information Risk Officer (SIRO) Group
 - Corporate IT Governance Board
 - Investment Modernisation Fund Board
 - Property Investment Board
 - Major Projects and Investment Board.
22. The Children's Trust Board Management Group feeds directly through to quarterly reviews carried out by Scrutiny. Programmes relating to DN17 Implementation Boards and Adults Improvement Board are reported through the quarterly performance monitoring processes currently in place, and this is the intention for the new 2017/2021 4 year plan.
23. The other internal groups listed above do not currently report into the Directors' Group on any routine or regular basis, which means the Directors' Group may not be fully informed of key developments and/or decisions. Without this, the Directors' Group is unable easily to consider and determine any specific issues arising from the activities of these groups that need referring through to Members. In the future, these groups will report activities and progress to the Directors' Group.

Council Committees and Opportunities for Questions at Council Meetings

24. The Council has the following 6 principal standing committees (excluding any committees meeting on an infrequent or ad-hoc basis to consider issues required at any point in time and any sub-committees):
- Audit Committee
 - Elections and Democratic Structures Committee
 - Health and Wellbeing Board
 - Licensing Committee
 - Overview and Scrutiny Management Committee
 - Planning Committee.
25. The Committees perform specific functions on behalf of the Council. As part of the Council's formal structure, the minutes of these committees are published on the Council's website, which provides details of the issues considered and any decisions taken. This provides for transparency over the business of the committees.
26. The Council makes various provisions for questions to be asked at Council and Committee meetings. One provision, referred to as 'Question Time', provides for *"an opportunity for a Member of the Council to ask the Mayor, the relevant Cabinet Member or the Chair of Overview and Scrutiny any question without notice which is relevant to the discharge of their role and responsibilities"* (Procedure Rule 15.2.1).
27. It is suggested that the opportunity to ask questions of Chairs of committees be extended to include the Chairs of the Audit Committee, the Elections and Democratic Structures Committee, and the Health and Wellbeing Board. This would provide a consistency of approach and increase democratic accountability. It is not proposed to allow questions of the Chairs of either Planning or Licensing Committee given the quasi-judicial role which these Committees undertake. It is

essential that both Committees remain independent of Council.

OPTIONS CONSIDERED

28. **Option 1:** To not develop existing arrangements means the Council continues to not formally receive information on key partnerships' activities, in an environment where partnership working is increasing and becoming more complex, and on internal steering groups' activities. Without consistent and effective information on their activities, it is more difficult for the Council to understand and register the effects of decisions made by partnerships and steering groups, and take action where appropriate on any decisions made / proposed. The option to do nothing, therefore, misses the opportunity / requirement to respond to the ever-growing incidence of partnerships working and strengthen the Council's control framework and its management of risks.
29. **Option 2:** Implementing arrangements to receive and record details of partnerships' and key internal steering groups' activities would enable the Council to more easily see and demonstrate the value of partnership working, and place the Council in a better position to respond to any issues arising.

REASONS FOR RECOMMENDED OPTION

30. **Option 2** is the recommended option. It places the Council in a better position to assess any financial or services issues / risks being created that need a Council input. Option 2 will better protect the Council's interests.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

31. Good partnerships governance has the following impacts on Council priorities

Outcomes	Implications
All people in Doncaster benefit from a thriving and resilient economy. <ul style="list-style-type: none">• <i>Mayoral Priority: Creating Jobs and Housing</i>• <i>Mayoral Priority: Be a strong voice for our veterans</i>• <i>Mayoral Priority: Protecting Doncaster's vital services</i>	
People live safe, healthy, active and independent lives. <ul style="list-style-type: none">• <i>Mayoral Priority: Safeguarding our Communities</i>• <i>Mayoral Priority: Bringing down the cost of living</i>	
People in Doncaster benefit from a high quality built and natural environment. <ul style="list-style-type: none">• <i>Mayoral Priority: Creating Jobs and Housing</i>• <i>Mayoral Priority: Safeguarding our Communities</i>	

<ul style="list-style-type: none"> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
Council services are modern and value for money.	By providing robust partnership guidance ensures the stewardship of public funds.
Working with our partners we will provide strong leadership and governance.	Strengthening partnership working by identifying, managing and reducing risks in order to enable strategic and operational partnerships achieve all our objectives.

RISKS AND ASSUMPTIONS

32. Failure to review partnerships' and key internal groups' activities exposes the Council to risks that can impact on a number of levels as follows:

- Failing to ensure an effective *Strategic Fit*
- Failing to identify and address the gaps and shortfalls in *Relationships*
- Failing to fully assess and plan for the *Organisational Impact* the changes will have; and
- Failing to robustly develop and test the *Economic Case* for partnership working
- Reputational damage to DMBC due to flawed partnerships
- Conflicts of interest not being managed
- Damaged relationships with partners.

LEGAL IMPLICATIONS

33. Various legal arrangements apply to partnerships. Advice is provided as appropriate during the setting up of partnerships and on an ongoing basis.

FINANCIAL IMPLICATIONS

34. There are no financial implications arising specifically from this report.

HUMAN RESOURCES IMPLICATIONS

35. There are no specific human resources implications arising from this report.

TECHNOLOGY IMPLICATIONS

36. There are no specific technology implications arising from this report.

EQUALITY IMPLICATIONS

37. The adoption of this strategy ensures a consistent approach to partnerships.

CONSULTATION

38. The production of this report has involved consultation with:

- The Director of Finance and Corporate Services
- The Assistant Director Legal and Democratic Services
- The Strategic Performance Unit
- The Head of Internal Audit
- Data collected from all services.

39. It has also involved data collected from and relating to partnerships.

BACKGROUND PAPERS

40. CIPFA/SOLACE *Delivering Good Governance* Framework and Guidance.

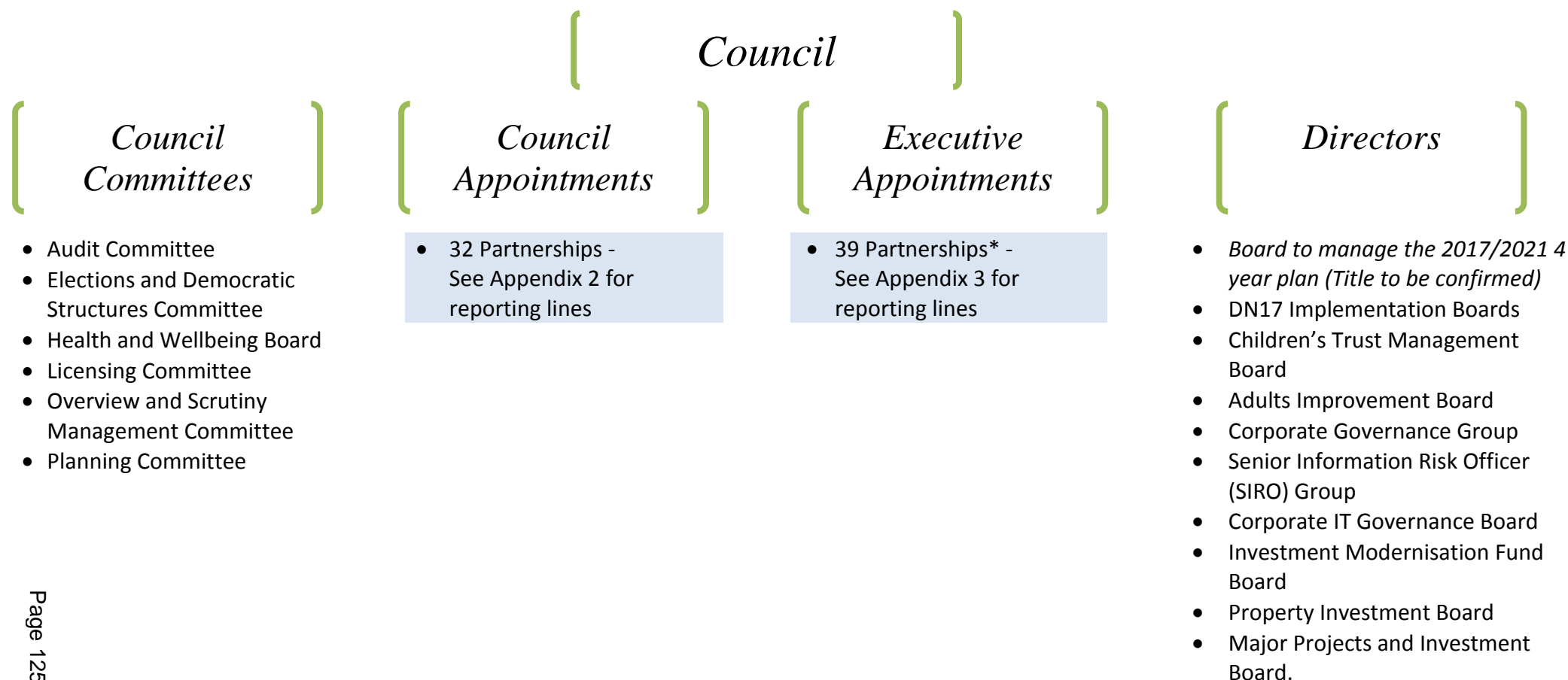
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DONCASTER MBC – GOVERNANCE DELEGATIONS



* Three ‘partnerships’ do not require official appointments (South Yorkshire Leaders’ Group, Sheffield City Region Chief Executives and Sheffield City Region Directors of Finance, which are attended by the respective post-holders)

DONCASTER MBC – GOVERNANCE DELEGATIONS REPORTING LINES

Council Appointments

Delegations and Reporting Lines:

Full Council	Health & Well-Being Board	Scrutiny	Regen & Env DMT	Learning & Opps DMT	Adults, Health & WB DMT	Finance & Corp Services DMT
<ul style="list-style-type: none"> Sheffield City Region Combined Authority Sheffield City Region Combined Authority Transport Committee Sheffield City Region Local Enterprise Partnership South Yorkshire Fire and Rescue Authority South Yorks Police and Crime Panel South Yorkshire Pensions Authority Team Doncaster 	<ul style="list-style-type: none"> Safeguarding Adults Partnership Board Doncaster Safeguarding Children Board Learning Disability Partnership Board Dementia Strategic Partnership Joint commissioning co-ordination committee 	<ul style="list-style-type: none"> Joint Health Overview & Scrutiny Committee: Yorks & Humber Councils * Joint Health Overview & Scrutiny Committee: Commissioners Working Together * 	<ul style="list-style-type: none"> Industrial Communities Alliance Humberhead Levels Partnership Robin Hood Airport Doncaster Sheffield Consultative C'ttee * Robin Hood Airport Doncaster Sheffield – Noise Monitoring and Environmental Sub-Committee * East Doncaster Development Trust * Bentley with Arksey Doles Charity * Cantley Poor's Land Trust * 	<ul style="list-style-type: none"> Standing Advisory Council for Religious Education (SACRE) Doncaster Schools' Forum Travis Educational Foundation * 	<ul style="list-style-type: none"> Mexborough Citizens Advice Bureau * North East Doncaster Citizens Advice Bureau * Cooke Almshouse Charity * Doncaster and District Deaf Society* 	<ul style="list-style-type: none"> Sheffield City Region Combined Authority Overview and Scrutiny Committee Sheffield City Region Combined Authority Audit Committee Adwick Charities * Mexborough Charity Trust *

**Partnerships identified with an asterisk will be subject to further consideration in 2017/18*

DONCASTER MBC – GOVERNANCE DELEGATIONS REPORTING LINES

Executive Appointments I Delegations and Reporting Lines:



*Partnerships identified with an asterisk will be subject to further consideration in 2017/18

** Attended by the Mayor as Leader – no official appointment required

DONCASTER MBC – GOVERNANCE DELEGATIONS REPORTING LINES

*Executive Appointments II***Delegations and Reporting Lines:***Directors' Meeting*

- Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
- Doncaster & Bassetlaw Hospitals NHS Foundation Trust
- Sheffield City Region Chief Executives **

Regeneration & Environment DMT

- South Yorkshire Safer Roads Partnership
- Doncaster Chamber of Commerce
- Danvm Drainage Commissioners Board
- Doncaster East Drainage Board
- Black Drain Internal Drainage Board
- Arpley Gas (BDR Property Ltd)
- Strategic Aviation Special Interest Group (SASIG) *
- Air Transport Forum *
- English Heritage *
- PATROL (Parking and Traffic Regulation Outside of London) Adjudication Joint Committee *
- Dearne Valley Landscape Partnership *
- Groundwork South Yorkshire *
- National Coal Mining Museum for England – Liaison Committee*
- Rural Action Yorkshire *
- Trans Pennine Trail Partnership*
- Reserve Forces & Cadets Association for Yorkshire & Humber

Adults, Health & Well-Being DMT

- Migration Yorkshire Board
- Yorkshire & Humber Strategic Migration Group (to represent South Yorkshire on this Group)
- DARTS (Doncaster Community Arts) *
- Doncaster Relief in Sickness Fund *

Finance & Corp Services DMT

- Sheffield City Region Directors of Finance ***

*Partnerships identified with an asterisk will be subject to further consideration in 2017/18

** Attended by the Chief Executive – no official appointment required

*** Attended by the Assistant Director Finance and Chief Financial Officer – no official appointment required