



Doncaster Council

Agenda

To all Members of the

CABINET

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

Venue: Room 007a and b, Civic Office, Waterdale, Doncaster, DN1 3BU

Date: Tuesday, 8th May, 2018

Time: 10.00 am

Items for discussion:

1. Apologies for Absence.
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Public Questions and Statements.

(A period not exceeding 20 minutes for questions and statements from members of the public and Elected Members to the Mayor of Doncaster, Ros Jones. Questions/Statements should relate specifically to an item of business on the agenda and be limited to a maximum of 100 words. As stated within Executive Procedure Rule 3.3 each person will be allowed to submit one question/statement per meeting. A question may only be asked if notice has been given by delivering it in writing or by e-mail to the Governance Team no later than 5.00 p.m. on Wednesday, 2nd May, 2018. Each question or statement must give the name and address of the person submitting it. Questions/Statements should be sent to the Governance Team, Floor 2, Civic Office, Waterdale, Doncaster, DN1 3BU, or by email to Democratic.Services@doncaster.gov.uk).

Jo Miller
Chief Executive

Issued on: Friday, 27 April, 2018

Governance Services Officer for this meeting:

Andrea Hedges
01302 736716

Doncaster Metropolitan Borough Council

www.doncaster.gov.uk

4. Declarations of Interest, if any.
5. Decision Record Forms from the meeting held on 24th April 2018 for noting (previously circulated).

A. Reports where the public and press may not be excluded

Non-Key Decisions

| | Page No. |
|--|----------|
| 6. Partnerships Governance Report: Update from South Yorkshire Joint Advisory Committee on Archives. | 1 - 10 |
| 7. Partnerships Governance Report: Update from Joint Committee for South Yorkshire Archaeology. | 11 - 20 |

Cabinet Members

Chair

Ros Jones, Mayor of Doncaster

Vice-Chair

Councillor Glyn Jones, Deputy Mayor

Portfolio Holder for:

Housing and Equalities

Councillor Nigel Ball

Councillor Joe Blackham

Councillor Rachael Blake

Councillor Nuala Fennelly

Councillor Chris McGuinness

Councillor Bill Mordue

Councillor Jane Nightingale

Public Health, Leisure and Culture

Highways, Street Scene and Trading Services

Adult Social Care

Children, Young People and Schools

Communities, Voluntary Sector and the Environment

Business, Skills and Economic Development

Customer and Corporate Services



Doncaster Council

Report

Date: 8th May 2018

To the Chair and Members of the
CABINET

PARTNERSHIP GOVERNANCE REPORT South Yorkshire Joint Advisory
Committee on Archives

| Relevant Cabinet Member(s) | Wards Affected | Key Decision |
|----------------------------|----------------|--------------|
| Councillor Ball | All | No |

EXECUTIVE SUMMARY

1. As part of the Council's approach to monitoring and evaluating its relationship with external organisations and partnerships, the attached report provides details on activities undertaken by the following organisation: South Yorkshire Joint Archives.

EXEMPT REPORT

2. This is not an exempt report.

RECOMMENDATIONS

- 3 To note the feedback and comments in respect of the Council's partnership arrangements with South Yorkshire Joint Archives.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Reviewing the activities of partnerships where the Council or Executive appoints representatives helps to ensure alignment with Borough wide priorities, improved stewardship of public funds and public confidence that effective controls are in place to manage any relevant risks. 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

5. At its meeting on 19th May 2017, Council agreed that where it made appointments to external partnerships, a mechanism should be put in place to report back to the Council on the activities of that body in a consistent manner. As the Council increasingly works with partners to achieve common objectives and/or ensure effective stewardship of public funds this process will demonstrate greater transparency and accountability within partnership working.
6. Attached at Appendix A is a Partnership Governance document relating to South Yorkshire Joint Archives; this provides Members with an overview of key activities undertaken, any significant future activities and any significant governance or other issues.

OPTIONS CONSIDERED

7. 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 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.

REASONS FOR RECOMMENDED OPTION

8. To regularly report back on the activities of partnerships provides an opportunity to strengthen governance arrangements, monitor the effectiveness of those arrangements and raise awareness of wider partnership activities.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

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

| | Outcomes | Implications |
|--|---|--|
| | <p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none">• Better access to good fulfilling work• Doncaster businesses are supported to flourish• Inward Investment | Heritage has been used elsewhere in the UK and Europe to act as a driver for regeneration – heritage-led regeneration is a well-established concept – and by preserving, maintaining and enhancing Doncaster's heritage through our Archives, and through shared sub-regional working, it can form part of the wider case for Doncaster as a great place live, work and study. |
| | <p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> | As more people living in Doncaster understand, have |

| | | |
|--|--|---|
| | <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage | access to and engage with Doncaster's history, the more opportunities we find to encourage civic participation and shared cultural understanding, acting as a stimulus for civic pride and contributing to community cohesion. |
| | <p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work | Families thrive through having an appreciation and enjoyment of heritage-led events and places within the borough. Children will have further opportunities to learn about Doncaster's past, and schools will have better opportunities to engage with heritage-led resources. This already happens in Doncaster, but it will be more joined-up, better communicated and better resourced by effective partnership working. |
| | <p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes | By providing access to opportunities for the borough's most vulnerable, whether access to heritage experiences, heritage education, means that we are ensuring equality of opportunity. In ensuring that the borough cares for its history, more children and young people will have access to great arts and cultural experiences in future. |
| | <p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance | By providing robust partnership guidance ensures the stewardship of public funds. Strengthening partnership working by identifying, managing and reducing risks in order to enable strategic and operational partnerships achieve all our objectives. |

RISKS AND ASSUMPTIONS

10. 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
- 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 [Officer Initial HP Date 26/04/2018]

11. S 1 of the Localism Act 2011 provides a general power of competence which allows local authorities to do anything an individual can do, unless prohibited by law (and subject to public law principles). This power allows for the general oversight of the external organisation on which Council members and officers sit. It is important that where the Authority nominate officers or members to sit on external partnerships they do have an ongoing oversight of the governance standards of the partnerships. As a minimum, the partnerships should be aware and have policies reflecting the ethical standards of behaviour expected of public office holders.

It is essential that those the Council appoints to sit on outside bodies understand their duties and responsibilities in relation to their position on those bodies and the limit of any delegations they may enjoy. Further specific advice should be sought if they are in any doubt as to these matters.

FINANCIAL IMPLICATIONS [Officer Initials OB Date 26/04/2018]

12. Doncaster Council contributes £13k per annum towards the South Yorkshire Joint Archives service. There are no direct financial implications arising as a result of this report. The attached report provides details on activities undertaken by this service as part of the Council's approach to monitoring and evaluating its relationship with external organisations and partnerships.

HUMAN RESOURCES IMPLICATIONS [Officer Initials DLD Date 26/04/2018]

13. There are no Human Resources implications in respect of this report.

TECHNOLOGY IMPLICATIONS [Officer Initials...PW... Date...26/04/2018.....]

14. There are no technology implications in relation to this report.

HEALTH IMPLICATIONS [Officer Initials CT Date 26.4.18]

15. It is considered that there are no direct health implications although health should be considered on all decisions.

EQUALITY IMPLICATIONS [Officer Initials NS Date 26/04/2018]

16. There are no Equality implications specific to this report.

CONSULTATION

17. Not required.

BACKGROUND PAPERS

18. Appendix A: Partnership Report

REPORT AUTHOR & CONTRIBUTORS

Nick Stopforth

Head of Libraries and Culture

Doncaster Council

email: nick.stopforth@doncaster.gov.uk

Tel: 01302 862693

Damian Allen
Director of People

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PARTNERSHIP GOVERNANCE – REVIEW OF PARTNERSHIP ACTIVITY TEMPLATE AND GUIDANCE NOTES

1. NAME OF PARTNER ORGANISATION:

South Yorkshire Joint Advisory Committee on Archives

2. OBJECTIVES OF THE ORGANISATION

To oversee the maintenance of the archival holdings of the former South Yorkshire County Record Office [SYCRO] in accordance with the Joint Archives Agreement of 1988 (copy attached).

To hear reports at its quarterly meetings from the Sheffield City Archivist, whose responsibility it is to store and make available the former SYCRO holdings on behalf of the four South Yorkshire unitary authorities, on all aspects of the operation of Sheffield City Archives that have a bearing on the former SYCRO holdings

To make recommendations as to the level of budgetary support to be made available each year by the four South Yorkshire unitary authorities for maintenance of the former SYCRO holdings

3. NAME OF THE COUNCIL'S REPRESENTATIVE(S) APPOINTED TO THE ORGANISATION AND THE CAPACITY IN WHICH THEY SERVE:

Councillor Nigel Ball
Councillor Sue Wilkinson

4. NAME OF COUNCIL'S LEAD OFFICER:

Nick Stopforth, Head of Libraries and Culture

5. KEY ACTIVITIES UNDERTAKEN DURING THE PERIOD 1st April 2017 – 31st March 2018

The committee met at Rotherham Town Hall on 29 June, 28 September, and 7 December 2017, and 22 March 2018. The minutes of three of these meetings are attached along with the agenda for the most recent meeting.

Whilst the committee is established to provide an oversight of the curation and maintenance of the South Yorkshire Archive holdings, the business presented at partnership meetings is wide ranging and there appears to be little to report in terms of the holdings themselves.

Meetings instead report updates from the partner Authorities on developments within the individual Archive services, or of the shared work of the Archives across the South Yorkshire region, as reported in examples in the Appendices.

6. KEY ACTIVITIES EXPECTED TO BE UNDERTAKEN DURING THE PERIOD 1st April 2018 – 31st March 2019

The committee will meet at Barnsley Town Hall on 7 June, 6 September, and 6 December 2018, and 7 March 2019

The committee is responsible for the oversight of holdings from South Yorkshire Archives. None of the content pertains to Barnsley or Rotherham, as these authorities did not have Archives at the time of South Yorkshire holdings.

As stated above, there is no evident work-plan for the committee. Committee matters are co-ordinated through a secretary based at Sheffield City Council, and committee business is co-ordinated and managed through Sheffield City Council as this is the Local Authority with oversight of the South Yorkshire holdings. The content of committee meetings is highlighted in the appendices.

7. DETAILS OF ANY SIGNIFICANT GOVERNANCE ISSUES

There are currently no significant governance issues to report.

It is recommended that Doncaster Council requests via the committee a review of the functions of the committee, the cost benefit of membership of the committee, and the publication of a work-plan to advance the purpose and functions of the committee. For 18-19, this would include an update from the Head of Service to the Council on any existing or proposed KPIs, and an evaluation of the merits of the current arrangements, and any viable alternative arrangements.

8. ADDITIONAL COMMENTS

The SYCRO holdings have been reduced over the past decade by transfer to the archives at Barnsley, Doncaster, Rotherham and Sheffield of those papers identified as relating specifically to one of the four authorities. The indivisible records, such as those produced by the police and fire services of the county, and some records with relevance to more than one authority, have been kept with the SYCRO holdings.

Since the third quarter of the year 2009-2010 a report on activities at all four local authority archives services in South Yorkshire has been compiled by the heads of these services and submitted with the committee papers for consideration by the elected members who sit on the committee. Two recent examples of the report are attached.

9. PLEASE STATE NAME OF RELEVANT DIRECTOR OR ASSISTANT DIRECTOR

Damian Allen, Director of People

10. DATE:

10th April 2018

11. DATE OF NEXT SCHEDULED REPORT

April 2019

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Doncaster Council

Report

Date: 8th May 2018

To the Chair and Members of the
CABINET

PARTNERSHIP GOVERNANCE REPORT: Joint Committee for South Yorkshire Archaeology

| Relevant Cabinet Member(s) | Wards Affected | Key Decision |
|----------------------------|----------------|--------------|
| Councillor Ball | All | No |

EXECUTIVE SUMMARY

1. As part of the Council's approach to monitoring and evaluating its relationship with external organisations and partnerships this report provides details on activities undertaken by the following organisation: Joint Committee for South Yorkshire Archaeology.

EXEMPT REPORT

2. This is not an exempt report.

RECOMMENDATIONS

- 3 To note the feedback and comments in respect of the Council's partnership arrangements with Joint Committee for South Yorkshire Archaeology.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

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6. Attached at Appendix A is a Partnership Governance template relating to Joint Committee for South Yorkshire Archaeology which provides Members with an overview of key activities undertaken, any significant future activities, and any significant governance or other issues.

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| | <p>of Doncaster</p> <ul style="list-style-type: none"> • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage | <p>shared cultural understanding, acting as a stimulus for civic pride and contributing to community cohesion.</p> |
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| | <p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance | <p>By providing robust partnership guidance ensures the stewardship of public funds. Strengthening partnership working by identifying, managing and reducing risks in order to enable strategic and operational partnerships achieve all our objectives.</p> |

RISKS AND ASSUMPTIONS

10. 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
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 - Failing to fully assess and plan for the Organisational Impact the changes will have
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LEGAL IMPLICATIONS [Officer Initial HP Date 26/04/2018]

11. S 1 of the Localism Act 2011 provides a general power of competence which allows local authorities to do anything an individual can do, unless prohibited by law (and subject to public law principles). This power allows for the general oversight of the external organisation on which Council members and officers sit. It is important that where the Authority nominate officers or members to sit on external partnerships they do have an ongoing oversight of the governance standards of the partnerships. As a minimum, the partnerships should be aware and have policies reflecting the ethical standards of behaviour expected of public office holders.

It is essential that those the Council appoints to sit on outside bodies understand their duties and responsibilities in relation to their position on those bodies and the limit of any delegations they may enjoy. Further specific advice should be sought if they are in any doubt as to these matters.

FINANCIAL IMPLICATIONS [Officer Initials OB Date 26/04/2018]

12. Doncaster Council contributes £27k per annum towards the Joint Committee for South Yorkshire Archaeology. There are no direct financial implications arising as a result of this report. The attached report provides details on activities undertaken by this service as part of the Council's approach to monitoring and evaluating its relationship with external organisations and partnerships.

HUMAN RESOURCES IMPLICATIONS [Officer Initials DLD Date 26.04.18]

13. There are no Human Resources implications in respect of this report.

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 26/04/2018]

14. There are no technology implications in relation to this report.

HEALTH IMPLICATIONS [Officer Initials CT Date 26.4.18]

15. It is considered that there are no direct health implications although health should be considered on all decisions.

EQUALITY IMPLICATIONS [Officer Initials NS Date 26/04/2018]

16. There are no Equality implications specific to this report.

CONSULTATION

17. Not required for the purpose of this report.

BACKGROUND PAPERS

18. Appendix A – Partnership Report

REPORT AUTHOR & CONTRIBUTORS

Nick Stopforth
Head of Libraries and Culture
Doncaster Council
email: nick.stopforth@doncaster.gov.uk
Tel: 01302 862693

Damian Allen
Director of People

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PARTNERSHIP GOVERNANCE – REVIEW OF PARTNERSHIP ACTIVITY

1. NAME OF PARTNER ORGANISATION:

Joint Committee for South Yorkshire Archaeology

2. OBJECTIVES OF THE ORGANISATION

The South Yorkshire Archaeology Service was established by the former South Yorkshire County Council in 1974. Since 1986 it has been maintained by the four districts of Barnsley, Doncaster, Rotherham and Sheffield and is administered by Sheffield City Council. South Yorkshire Archaeology works to safeguard the archaeology of South Yorkshire.

It is a committee formed of archaeological advisors to the Councils of Barnsley, Doncaster, Rotherham and Sheffield, and it also offers advice to a wide range of other land managers and developers. When archaeological remains are to be affected by development, South Yorkshire Archaeology will advise on what steps need to be taken to protect them.

South Yorkshire Archaeology's recommendations reflect the importance of the archaeological resource. Where important remains exist, the service will seek preservation - leaving the archaeology intact for future generations to enjoy.

Where less significant remains are present, the service will advise on recording strategies – to gain an understanding of the remains before they are lost.

When recording works are carried out, the service monitors this to ensure they are done to a high standard. The service also promotes understanding and appreciation of the historic environment. It runs a popular annual Archaeology Day.

The service publishes the Archaeology in South Yorkshire annual report. It is keen to forge links with local individuals, groups and societies with an interest in the archaeology and history of South Yorkshire.

The service also holds records of all known archaeological sites in the area in the Sites and Monuments Record, which will eventually become a Historic Environment Record.

3. NAME OF THE COUNCIL'S REPRESENTATIVE(S) APPOINTED TO THE ORGANISATION AND THE CAPACITY IN WHICH THEY SERVE:

Malcolm Thomas, Design and Conservation Officer.

Peter Robinson, Assistant Manager, Heritage Doncaster.

4. NAME OF COUNCIL'S LEAD OFFICER:

Richard Purcell, Head of Planning;

Nick Stopforth, Head of Libraries and Culture.

5. KEY ACTIVITIES UNDERTAKEN DURING THE PERIOD April 1st 2017 – March 31st 2018

In 2017 for Doncaster the Service commented on:

14 Environmental Stewardship applications

20 Planning/pre-application consultations

3 statutory undertaker (utilities) consultations

Within Doncaster, in 2017, there were:

6 evaluations of development sites

6 mitigation excavations on development sites

For Doncaster, in 2017, the Service:

Created 20 new monument records in our archaeological database

Updated 100 existing records

The Service has also secured funding of £34,560 from Historic England for completion of a Research Framework for South Yorkshire.

Previous activity from the Service can also be viewed at:

<https://www.sheffield.gov.uk/content/sheffield/home/planning-development/south-yorkshire-archaeology-service/archaeology-recent-projects.html>

6. KEY ACTIVITIES EXPECTED TO BE UNDERTAKEN DURING THE PERIOD April 1st 2018 – March 31st 2019

Activity for the next year is determined by planning and urban developments during this period. As the Service comments:

Archaeological works usually happen in stages, each stage informing the next. An assessment establishes what the likely archaeological potential of a development site is. Using a variety of archive sources, archaeologists will piece together what is known about a site and prepare a report outlining the results. In all cases where archaeological remains are possible, it is likely the Service will recommend that at least a desk-based assessment is prepared by a professional archaeological contractor.

To clarify the nature and significance of any expected archaeological remains, the Service may recommend a field evaluation. This involves limited site investigation using techniques such as geophysical survey or trial trenching. If the site contains a standing building of potential interest, the Service will also recommend its detailed appraisal. Both the assessment and evaluation stages are likely to be required in advance of a planning decision.

7. DETAILS OF ANY SIGNIFICANT GOVERNANCE ISSUES

To note that the statutory requirement for Joint Committees to have an annual review of the annual return was no longer required under the new Local Audit and Accountability Act 2014, and therefore the Joint Committee for South Yorkshire Archaeology Service took the decision from Q1 2016 to no longer publish an annual report.

8. ADDITIONAL COMMENTS

To recommend that in 2018-19 South Yorkshire Archaeology Service is asked to continue to demonstrate value for money to Doncaster Council, by confirming how the Doncaster grant led to a direct return on activity in the borough. Also, to ask that the service's website is kept up to date with current event information from across the South Yorkshire region, and to confirm on the website the Service's position regarding its cessation of annual reporting from 2016.

9. PLEASE STATE NAME OF RELEVANT DIRECTOR OR ASSISTANT DIRECTOR

**Peter Dale, Director of Regeneration and Environment,
Damian Allen, Director of People**

10. DATE:

17th April 2018

11. DATE OF NEXT SCHEDULED REPORT

April 2019