

**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](http://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**