

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

PROPOSED DIARY OF MEETINGS – 2015/16

EXECUTIVE SUMMARY

1. The purpose of this report is to present to Council for comment, a provisional Diary of Meetings for the 2015/16 Municipal Year, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) consider the proposed Diary of Meetings for the 2015/16 Municipal Year, attached at Appendix A; and
 - (iii) note that the final version of the Diary of Meetings will be presented to the Annual Meeting of Council in May, 2015 for approval.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Approving an advanced calendar of meetings for the 2015/16 Municipal Year and publishing the Forward Plan of key decision 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 Annual Meeting in May, 2015, the Council will determine a programme of meetings for Council, its Committees and Sub-Committees for the 2015/16 Municipal Year. Prior to submitting a report on this issue to the Annual Meeting, Members receive a report, usually in March each year, outlining a proposed timetable of meetings for comment in order that provisional room bookings can be made to hold these meetings.

PROPOSED DIARY OF MEETINGS - OVERVIEW

5. During peak holiday periods in late July and August, and over the Christmas period, meetings have been kept to a minimum.
6. The frequency of meetings of Full Council, Cabinet and Statutory, Regulatory or Quasi-Judicial Committees and Sub-Committees, have remained unchanged from last year's cycle.

7. The scheduling of meetings for the Overview and Scrutiny (O&S) function reflects the new structure approved at Council on 30th January, 2014. Monthly meetings for OSMC, bi-monthly meetings for the Health and Adult Social Care Panel, if required, and one monthly session set aside for an Overview and Scrutiny activity to be used by any of the Panels if required e.g. to gather evidence. These meetings will be cancelled if they are not required.

Cabinet Meetings

8. Cabinet Meetings have been determined by the Mayor of Doncaster, but will now be held on a Tuesday morning compared to Wednesday as in previous years.

Meetings of Full Council

9. The frequency of Council meetings has been retained at 6 meetings in the year. Evening meetings starting at 6pm will be held in the months of July and September. With the exception of the Annual Council Meeting starting at 11am in May 2016, all remaining scheduled meetings will start at 2.00pm. In order to comply with statutory requirements for agreeing the Council Budget and setting the Council Tax, it is proposed to hold one meeting of Council in March. In previous years, the Council held a meeting in February to agree the Council budget and then hold a meeting in March, to agree the level of Council Tax.

Health and Wellbeing Board

10. In keeping with current arrangements, meetings of the Health and Wellbeing Board have been programmed on a bi-monthly basis.

Member Training Sessions and Seminars

11. Dates for Member Training sessions and monthly Member Seminars, have been programmed during the Municipal Year.

The E-Diary

12. 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

13. Members are requested to either approve or amend the proposed Diary of Meetings for 2015/16.

IMPACT ON THE COUNCIL'S KEY PRIORITIES

14. This report has no direct impact on the Council's Key Priorities.

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

17. The 2015/16 approved budget includes provision for the production of the Municipal Year Book and Council Diary.

HUMAN RESOURCES IMPLICATIONS

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

TECHNOLOGY IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

CONSULTATION

21. The Mayor of Doncaster and other Political Group Leaders have been consulted on the provisional Diary of Meetings for the 2015/16 Municipal Year.

REPORT AUTHOR AND CONTACT OFFICER

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BACKGROUND PAPERS

None

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