

Public Document Pack

Would you please note that a Group Meeting will be held at 9.00 a.m. in the Civic Office

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, 13th May, 2016
TIME: 11.00 am

Jo Miller
Chief Executive

BROADCASTING NOTICE

This meeting is being filmed for subsequent broadcast via the Council's web site.

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Issued on: Thursday, 5 May 2016

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. Declarations of Interest, if any.
8. Minutes of the Council Meeting held on 1st March, 2016 (Pages A.1 - A.18). 3 - 20
9. To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.

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

10. Result of the Edenthorpe and Kirk Sandall By-Election held on 5th May, 2016 (to follow).
11. Notification by the Elected Mayor of the Composition of the Executive and the Elected Mayor's Scheme of Delegations. 21 - 22
12. Council appointed Committees and Sub-Committees Terms of Reference for 2016/17. 23 - 32
13. Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees (to follow).
(Notice – Approval of alternative arrangements for appointments to some Committees and Sub-Committees on a non-proportionate basis, is to be considered).
14. Appointment of Chairs and Vice-Chairs of Committees and Sub-Committees. 33 - 36
15. Proposed Diary of Meetings 2016/17. 37 - 54
16. Council Appointments to Outside Bodies - 2016/17. 55 - 66
17. Member Development Programme 2016/17. 67 - 76
18. Amendment to Overview and Scrutiny Procedure Rule 9 - Call In Process. 77 - 100

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Annual Council Friday 13th May, 2016

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 Elizabeth Marsden, will take her seat in the Ballroom on the stage, with the Vice-Chair of Council's Mayoress, Mrs Kathleen Nevett. There will be reserved seating on the stage for the retiring Chair of Council, Councillor Paul Wray, the retiring Vice-Chair of Council, Councillor David Nevett, 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 will be seated on the stage.
6. Chair of Council, Councillor Paul Wray, 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 Paul Wray, will invite nominations for the post of Chair of Council for 2016/2017. 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 Paul Wray, 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 Paul Wray, former Chair of Council, will be seated next to Mrs Elizabeth Marsden. 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 Paul Wray, former Chair of Council and Mrs Elizabeth Marsden, to the front of the stage for the Chief Executive to present them with their commemorative badges and Elizabeth Marsden with a basket of flowers.
15. A basket of flowers will be presented to the new 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 Paul Wray, former Chair of Council. Councillor Wray 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.

Note:

The PA system is required for the Ballroom and microphones have been provided for the Chair and for the speakers seated in the floor area of the Ballroom.

The Ballroom is to be arranged theatre style as per the seating plan provided.

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL

TUESDAY, 1ST MARCH, 2016

A MEETING of the COUNCIL was held at the COUNCIL CHAMBER - CIVIC OFFICE on TUESDAY, 1ST MARCH, 2016, at 2.00 pm.

PRESENT:

Chair - Councillor Paul Wray
Vice Chair - Councillor David Nevett
Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillors Nick Allen, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Elsie Butler, Bev Chapman, Phil Cole, John Cooke, Tony Corden, Jane Cox, Steve Cox, Jessie Credland, Linda Curran, George Derx, Susan Durant, Neil Gethin, Sean Gibbons, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Alan Jones, Glyn Jones, Ros 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, Kevin Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White and Sue Wilkinson.

APOLOGIES:

Apologies for absence were received from Councillors Nuala Fennelly, Richard A Jones, Cynthia Ransome and Jonathan Wood.

74 Declarations of Interest, if any.

Councillors George Derx, Mark Houlbrook and Dave Shaw declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No.7, 'Revenue Budget 2016/17', by virtue of being a trustee of the Thorne Citizens Advice Bureau.

Councillor Nick Allen, declared a Non Disclosable Pecuniary Interest in relation to Agenda Item No. 7, 'Revenue Budget 2016/17', by virtue of being a trustee of Homestart Doncaster.

Councillor Rachel Hodson declared a Non Disclosable Pecuniary Interest in relation to Agenda Item No. 7, 'Revenue Budget 2016/17', by virtue of being an employee of UNISON.

The Chair of Council, Councillor Paul Wray and Councillors Joe Blackham and Jane Nightingale declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No. 9, 'Housing Revenue Account Budget 2016/17', by virtue of being members of the St. Leger Homes Board.

75 Minutes of the Council Meeting held on 28th January, 2016.

RESOLVED that the Minutes of the Council Meeting held on 28th January, 2015, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair.

76 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 Paul Wray, made the following announcements:-

'Firstly, I would like to make an announcement with regard to Councillor Tony Revill. I regretfully have to notify you all that he passed away this morning and as a mark of respect, we will now hold one minute's silence.

(Elected Members, Officers and members of the public, observed a minute's silence as a mark of respect and remembrance in relation to the death of Councillor Tony Revill).

'I'm very pleased to announce that following the recent promotion of Doncaster Belles F.C. to the Women's Super League, a reception is being held in their honour tomorrow evening.

Finally, I would like to bring to your attention an event that has recently taken place at Doncaster.

On Friday 19 February 2016, we played host to a medal award ceremony.

In the magnificent setting of the Mansion House and in the presence of family and friends the Ushakov Medal, which is awarded by the Russian Government to British veterans in recognition of their personal courage and bravery displayed during their service on the Arctic Convoys, was presented to veterans by representatives from the Russian Embassy in London.

It was a privilege and an honour to be in attendance and witness the presentation of these medals. It was a very moving and humbling experience and one that I will always remember. It was certainly one of the highlights of my year as Civic Mayor.

I would like therefore to take this opportunity to pay tribute to all the veterans of the World War II Arctic Convoys, many of whom are no longer with us, but whose bravery and sacrifice will always be remembered.'

Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation made the following announcement:-

'Members will be aware of the news regarding the FARRRS link road and the opening of Great Yorkshire Way this week. This project has been several years in the making and will unlock £1.7bn of Private Sector investment in the area. It will be a major boost to the local economy, and there will be up to 5000 new homes built in the area in the future. I would like to personally thank everyone involved in delivering the project. We delivered this on time and within budget. I look forward to when the connecting road to Rossington also opens at the end of the month.'

Councillor Jane Nightingale, Cabinet Member for Housing, made the following announcement:-

'This morning I attended a Housing Summit at the Racecourse which was attended by a number of developers and investors. I found it very informative and helped us to see how the Borough is moving forward. We have met our housing target for this year already, and there are still several more weeks to go. It was a very interesting event, and developers and investors seemed very interested in what we had to say.'

77 Questions from the public in accordance with Council Procedure Rule 13.

There were no questions from the public received for this meeting.

Prior to Members' consideration of the report, the Monitoring Officer, Scott Fawcus, reminded Members that it was a requirement of the Constitution, that, a recorded vote was required and would be included in the minutes to show how each Elected Member had voted on the decisions the Council was to take 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 this would be documented in the minutes.

The Monitoring Officer also reminded Members that the Due Regard Statement 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 Mayor of Doncaster, Ros Jones, presented the report to Council, which sought approval of the Budget proposals for 2016/17.

The Mayor outlined that in 2014, Full Council agreed a three year budget plan - to fix a £109m budget gap caused by the Conservative government cuts and rising costs. This equated to a reduction of more than £305 for every man, woman and child in Doncaster and created a very difficult situation. Overall, the cuts would result in a smaller Council, with fewer staff and ultimately delivering less public services at a time when demand for many services was continually increasing.

The Mayor commented that she was determined that these Government cuts would not set Doncaster back and since becoming Mayor, she had made significant improvements. The Labour Party had led the Council out of government intervention and a long term plan has been put into place, including the following:

- to balance the budget
- modernise the Council
- make better use of technology; and
- retain as many front line services as possible.

The Mayor stated that the Council was on track to deliver the plan and must now complete the job. Continuing to balance the Council's budget and prudently manage its finances were central to the Mayor's Revenue Budget proposals presented to Council.

The specific proposals would look to deliver the remaining £31m of budget reductions required for 2016/17 and included reshaping services, pension and staff savings, and income generation. It also included the continued rollout of 'invest to save' projects, such as installing new energy saving LED street lights and introducing more effective street cleaning and grass cutting equipment. Council noted that the plan has also been updated to take account of recent announcements, most notably the National Living Wage. Also included, was the Government's new social care 'levy' on Council Tax, which was announced by Chancellor George Osborne in his Autumn Statement. The Chancellors 2% 'levy' was an increase in Council Tax in addition to the 1.95% previously agreed by the Council and had to be spent exclusively on adult social care.

The Mayor stated that she did not want to see Council Tax go up by nearly 4%, but the Government had left the Council with little choice. Without it there was the risk of not being able to provide vital services in the future.

The Mayor concluded that she believed these proposals outlined within the report, were prudent and sensible, and will deliver that vision – thus ensuring that vital public services were available for Doncaster's residents both now and in the future.

Finally, the Mayor recommended the proposals to Council.

Following the Mayor's presentation of the report, the Chair of Council outlined to the Chamber that an amendment had been received from the Conservative Group which would be presented to Council by Councillor James Hart. The Chief Financial Officer confirmed it had been submitted in good time to allow for officers to confirm that the proposals, should they be agreed, would be deliverable.

Councillor Hart informed Council that the proposed amendments sought to do two things. Firstly, it was proposed that through modest increases to Building Control fees and Highways fees, income could be generated to provide revenue to account for repayments for a Capital Scheme - a Community Road Safety Scheme. It was proposed that such a scheme would enable local communities to bid for money, and allow for road safety features to be introduced. Councillor Hart stated that this was something that local communities felt would have a huge impact on the welfare of residents, and although the Highways Team may deem this to be non-essential it would in fact be of huge benefit to residents across the Borough, hopefully alleviating the risk of future serious injury or death to victims across the area.

Secondly, Councillor Hart proposed that £250k be allocated from the budget for the commissioning of a 16-23 Careers Service, which would look to tackle the problems of NEET (Not in Education, Employment or Training) across the Borough, particularly in relation to those aged 19-23, where the percentage in Doncaster currently stood at 20%. Councillor Hart added that this was a problem that was staring us in the face, and should be addressed in order to prevent further action in the future. The service should be designed to:-

- Engage;
- Motivate;
- Inform; and
- Empower.

Councillor Hart informed Council that there were currently a lot of innovative schemes in place across the country which were having a real impact on the lives of young people, adding that they couldn't afford to sit back and watch the demise of a generation.

Following the Mayor's presentation of the Revenue Budget proposals, and Councillor James Hart's presentation of the Conservative Party's amendment, Members were afforded the opportunity to comment on the report and the proposed amendment. Particular reference was made to consideration of the budget proposals by OSMC at their meetings and the thorough and robust discussions undertaken in order to fully scrutinise the proposals. Council learned that during the course of debate at Scrutiny, emphasis had been placed on highways improvements and identifying opportunities to support young people into employment. However, Mayor Jones reiterated the significant financial challenges facing the Council, and although there were some proposals that would be of benefit to communities, it would not be feasible to divert money away from the proposals contained within the budget for 2016/17. However, Mayor Jones offered all political groups the opportunity to engage with her to address future financial challenges and proposals.

In accordance with Council Procedure Rule 21.4, a recorded vote was taken on the amended Motion, which was declared as follows:-

FOR- 5

Councillors Nick Allen, Jane Cox, Steve Cox, James Hart and Alan Smith.

Against – 42

The Chair of Council, Councillor Paul Wray, the Vice Chair of Council, Councillor David Nevett, the Mayor of Doncaster, Ros Jones, Deputy Mayor,, Councillor Glyn Jones and

Councillors Nigel Ball, Rachel Blake, Iris Beech, Joe Blackham, Elsie Butler, Phil Cole, Tony Corden, Jessie Credland, Linda Curran, George Derx, Susan Durant, Neil Gethin, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes. Allan Jones, Ken Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Sue Knowles, Chris McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Kevin Rodgers, Craig Sahman, Dave Shaw, Clive Stone, Austen White and Sue Wilkinson.

Abstain – 4

Councillors Bev Chapman, John Cooke, Sean Gibbons and Andy Pickering.

On being put to the meeting, the amendment to the Revenue Budget 2016/17, proposed by Councillor James Hart, was declared LOST.

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 Paul Wray, the Vice Chair of Council, Councillor David Nevett, the Mayor of Doncaster, Ros Jones, Deputy Mayor,, Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Rachel Blake, Iris Beech, Joe Blackham, Elsie Butler, Phil Cole, Tony Corden, John Cooke, Jane Cox, Steve Cox, Jessie Credland, Linda Curran, George Derx, Susan Durant, Neil Gethin, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes. Allan Jones, Ken Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Sue Knowles, Chris McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, Kevin Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White and Sue Wilkinson.

Against – 0

Abstain – 3

Councillors Bev Chapman, Sean Gibbons and Andy Pickering.

On being put to the Meeting, the Mayors Revenue Budget 2016/17 was declared CARRIED.

RESOLVED that:-

- (1) The revenue budget proposals for 2016/17 and 2017/18 detailed at Appendix B to the report (savings £40.169m) and Appendix C to the report (pressures £9.264m) be approved;
- (2) Council Tax be increased by 3.95% to £1,190.32 for a Band D property (£793.55 for a Band A) for 2016/17. This includes:
 - i. 2% Chancellor's Social Care "levy" equates to an increase of £22.90 for Band D per annum, £0.44 per week (£15.27 for Band A per annum, £0.29 per week);
 - ii. 1.95% council tax equates to an increase of £22.33 for Band D per annum, £0.43 per week (£14.89 for Band A per annum, £0.29 per week);
- (3) The 2016/17 Grants to 3rd Sector Organisations outlined in paragraph 23 and Appendix E of the report be approved;
- (4) The summary fees and charges analysis shown in Appendix F together with the detailed fees and charges proposed for 2016/17 at Appendix G be approved;

- (5) The Medium Term Financial Plan including all proposals in the report as set out in Appendix I be approved; and
- (6) A gross revenue expenditure budget of £489.2m and a net revenue expenditure budget of £217.1m as detailed in Appendix I to the report be approved.

79 Capital Programme 2016/17 to 2019/20.

The Council considered a report presented by Mayor Jones which outlined the proposals for the Capital Programme for 2016/17 to 2019/20.

The Mayor reminded Council of the deep government cuts to the revenue budget, which has vastly reduced the money to spend on running public services every year. However, the Mayor outlined that she would not allow those cuts to take Doncaster backwards and had therefore worked hard to create a Capital Programme that enabled the Council to invest in the borough and its future.

Mayor Jones stated that she was delighted to bring forward proposals to invest £316m in Doncaster over the next four years, at the heart of this was job creation and skills development. The proposals would also look to deliver vital housing projects, school buildings improvements, support for the disabled and elderly, highways investment and town centre regeneration schemes.

If Doncaster and its people were to thrive in the coming years, a successful economy was essential and therefore it was reported that it was necessary to create an environment where businesses want to invest and were able to grow. This would create more jobs – particularly highly skilled, well-paid jobs, and in doing so would need to ensure that local people were supported to make the most of these new opportunities.

To help bring this investment and growth, a key new infrastructure would be delivered with major regeneration projects included as part of this including:-

- The new National College for High Speed Rail;
- Phase two of the FARRRS project - to unlock nearly 400,000 square metres of commercial development space at Doncaster Sheffield airport; and
- Numerous Town Centre regeneration projects including further improvements at Doncaster Market, the civic and cultural quarter, and around the railway station.

Council noted that planning was underway to meet people's on-going needs through different schemes to create:-

- 330 new primary school places
- 140 new council-owned affordable homes; and
- Between 60 and 80 places at new extra care facilities for the elderly, continuing our current build programme

However, Members noted that the proposed Capital Programme would also deliver real improvements more immediately for people, including.

- An estimated 1,200 housing adaptations for the elderly and disabled will be completed each year;
- Improvements in 32 of our schools – with electrical and lighting upgrades, window replacement and heating system improvements helping to create a better learning environment; and
- Further thermal efficiency work will complete a three-year programme which will result in improvements to 1,660 council properties and will reduce tenants' energy bills.

However, the Mayor went on to add that the challenging revenue budget meant that the Council's finances needed to be managed prudently, and therefore it was imperative that the Council must modernise and be innovative, delivering the best overall value for money possible. The Capital budget would help to do this, through 'invest to save' projects, with new equipment and technology improving services and reducing annual running costs to minimise the impact of harsh government cuts.

Mayor Ros Jones concluded her proposals by stating that she felt the Capital Proposals for 2016/17 to 2019/20 were an excellent programme, which both planned for the future and delivered more immediate improvements for local people. Mayor Jones therefore recommended the proposals to Council.

Following consideration of the report, Members of Council were afforded the opportunity to speak on the proposals contained within the report.

The Leader of the Conservative Group, Councillor James Hart, welcomed the proposals and offered his support to the Capital Programme, asking for assurance that good quality risk analysis would be carried out and that close monitoring of all schemes would be undertaken.

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 Vice Chair of Council, Councillor David Nevett, the Mayor of Doncaster, Ros Jones, the Deputy Mayor Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Iris Beech, Joe Blackham, Rachel Blake, Elsie Butler, Phil Cole, John Cooke, Tony Corden, Jane Cox, Steve Cox, Jessie Credland, Linda Curran, George Derx, Susan Durant, Neil Gethin, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Alan Jones, Ken 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, Kevin Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White and Sue Wilkinson.

Abstain – 1

Councillor Sean Gibbons.

Against – 0

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

RESOLVED that Council agreed to approve the Capital Budget proposals for 2016/17 to 2019/20 as set out in the report.

80 Housing Revenue Account Budget 2016/17.

Council considered a report presented by Councillor Jane Nightingale, the Cabinet Member for Housing which sought approval for the Housing Revenue Account Budget for 2016/17.

Councillor Nightingale outlined that the report set out the HRA budget for the 2016/17 financial year and the next three years and followed the same strategy as in previous years, with the 2016/17 budget estimated to break even, to have a working balance of £3.0m over the next four years.

Members were informed that the recommendations within this report included the following:-

- That housing rents are decreased by 1% in 2016/17 and in the following three years.

- That charges for garages, garage sites and enclosed gardens are frozen.

The rent decrease was announced by government in the summer budget last year and it was included with the Welfare Reform and Work Bill 2015/16 which were currently working through the parliamentary process. Councillor Nightingale reiterated that any reduction in housing costs was clearly very beneficial to current tenants in the short term and the average rent in Doncaster would remain the lowest of all Metropolitan Councils at £70.57 per week.

However, Council noted that this change would also mean a significant reduction in the money available to spend on maintaining and improving the Council's housing stock and it would have a significant impact on the Council's capacity to build new Council houses.

Councillor Nightingale added that the Council would also have to consider the other implications of the Government's new social housing policies during the coming months, including the extension of right to buy and 'Pay to Stay'. Unfortunately these Government policies could mean that in the future there would be significantly less affordable housing to rent in Doncaster for residents who need it.

However, Councillor Nightingale assured Council that the Labour administration would continue to build Council housing in Doncaster to meet local need, including the development of 140 new council-owned affordable homes as detailed in the Capital Budget.

The report informed Members that overall the impact of the Government's policies on the Housing Revenue Account transformed a healthy account to one which only just breaks even in four years time, but Councillor Nightingale reassured Council that she was confident that Doncaster Council and St Leger Homes would continue to deliver excellent, value for money services to all their tenants over the next four years and therefore recommended the proposals to Council.

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- 49

The Chair of Council, Councillor Paul Wray, the Vice-Chair of Council, Councillor David Nevett, the Mayor of Doncaster, Ros Jones, Deputy Mayor, Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Iris Beech, Joe Blackham, Rachel Blake, Elsie Butler, Phil Cole, Tony Corden, Jane Cox, Steve Cox, Jessie Credland, Linda Curran, George Derx, Susan Durant, Neil Gethin, Sean Gibbons, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Alan Jones, Ken Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, David Nevett, Andy Pickering, Kevin Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White and Sue Wilkinson.

Against – 0

Against - 0

On being put to the meeting, the Housing Revenue Account 2016/17 was declared CARRIED.

RESOLVED that Council agreed to approve the Housing Revenue Account Budget proposals as set out in the report including:-

- (1) Rents be reduced from 4 April, 2016, by 1% as detailed in paragraphs 7 to 10 of the report;

- (2) The budget proposals for the HRA for 2016/17 contained within Appendix A of the report which sets a balanced budget for the HRA and maintains a reserve of £3m; and
- (3) The fees and charges as set out within paragraph 13 of the report.

81 The Treasury Management Strategy 2016/17 - 2019/20.

The Council considered a report presented by the Mayor of Doncaster, Ros Jones that sought the approval of the Treasury Management Strategy for 2016/17 to 2019/20.

The Mayor raised a number of points contained within the report which included information on how the strategy managed the Council's banking, money market and capital market transactions, whilst balancing risk and optimum performance. Members noted that there was a requirement to ensure that the Council has access to money to pay its bills and that its finances must be managed in the best interests of local residents.

It was reported that the Treasury Management Strategy proposed a sound, prudent approach to the management of our budgets and was a continuation of the plans agreed last year.

The primary amendments to the Strategy include a review of the Council's Minimum Revenue Provision (MRP) which would help the Council to spread its payments and ensure the best use of the financial tools was being made in order to minimise the impact of Government cuts on local residents.

The Mayor concluded that all the relevant changes have been proposed after consultation with external auditors and this was a sensible approach to Treasury Management and therefore recommended the proposals to Council.

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 – 50

The Chair of Council, Councillor Paul Wray, the Vice-Chair of Council, Councillor David Nevett, the Mayor of Doncaster, Ros Jones, Deputy Mayor, Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Iris Beech, Joe Blackham, Rachel Blake, Elsie Butler, Phil Cole, John Cooke, Tony Corden, Jane Cox, Steve Cox, Jessie Credland, Linda Curran, George Derx, Susan Durant, Neil Gethin, Sean Gibbons, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Alan Jones, Ken Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, David Nevett, Andy Pickering, Kevin Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White and Sue Wilkinson.

Against – 0

Abstain - 0

On putting the proposals contained within the report to Council the Treasury Management Strategy 2016/17 to 2019/20 was declared CARRIED.

RESOLVED that:-

- (1) The Treasury Management Strategy 2016/17 to 2019/20 report and the Prudential Indicators included be agreed;

- (2) Council note the changes to the Minimum Revenue Provision (MRP) policy from 2015/16 as set out in paragraphs 22-29 as detailed in Appendix B to the report.

82 Council Tax Setting and Statutory Resolutions 2016/17.

Council considered a report on Council Tax Setting and Resolutions, which made recommendations for Doncaster's Council Tax requirement for 2016/17.

Mayor Ros Jones presented the report which identified the proposals for a 3.95% Council Tax increase, which had been outlined in the Revenue Budget report agreed by Council earlier in the meeting.

The Mayor reported that the proposal included an increase in Council tax of 1.95% as set out in the 3 year budget plan and in addition, the government's 2% social care 'levy', would be implemented, which was announced by the Chancellor George Osborne in the Autumn Statement. All of the additional money raised will be used to help manage the growing pressure on adult social care services.

Council noted that the 2% social care precept would equate to £1.77m in additional income for the Council. However it was pointed out that this would not cover all the additional costs and spending pressures in social care that were continually rising, with these estimated to be over £7m for the next financial year.

Mayor Jones outlined to Members that the proposal meant a total Council Tax increase of 66 pence per week for a Band A property – this included the Fire Service and Police precept and was representative of the majority of homes in Doncaster. However, it was pointed out that this excluded Town and Parish Council precepts where relevant. Nonetheless, despite the rise, at this stage it was expected that of the 91 Metropolitan districts and Unitary authorities across the country, Doncaster would still have the seventh lowest Council Tax in 2016/17.

The Mayor stated that she had considered long and hard whether to propose a Council Tax increase of almost 4%, but concluded that it would be irresponsible not to. Given the scale of government cuts facing Doncaster, it was felt necessary in order to uphold the Council's responsibility to ensure that public services were to be sustained in the future.

The Mayor concluded by stating that the government could have chosen not to cut Council funding so dramatically, but instead its clear direction of travel was to increase Council Tax. As the money raised from this Council Tax increase would go some small way towards mitigating the effects of these cuts, Mayor Ros Jones therefore commended the report to Council.

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 – 50

The Chair of Council, Councillor Paul Wray, the Vice-Chair of Council, Councillor David Nevett, the Mayor of Doncaster, Ros Jones, Deputy Mayor, Councillor Glyn Jones and Councillors Nick Allen, Nigel Ball, Iris Beech, Joe Blackham, Rachel Blake, Elsie Butler, Phil Cole, John Cooke, Tony Corden, Jane Cox, Steve Cox, Jessie Credland, Linda Curran, George Derx, Susan Durant, Neil Gethin, Sean Gibbons, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Alan Jones, Ken Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Jane Nightingale, David Nevett, Andy Pickering, Kevin

Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White and Sue Wilkinson.

Against – 0

Abstain – 0

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

RESOLVED that Council Approved the level of Council Tax for 2016/17 and to pass the appropriate statutory resolutions as set out and recommended at Appendix B, including the Council Tax requirement for 2016/17 including:-

83 Annual Pay Policy Statement 2016/17.

Council received a report presented by the Deputy Mayor, Councillor Glyn Jones that detailed the Pay Policy Statement for 2016/17. The Pay Policy Statement set out the Council's policy for paying staff, in particular its Chief Officers and detailed the relationship between the highest, lowest and average paid employees in the organisation.

The policy statement is a public document and is published on the Council's website each year. It clearly demonstrates a willingness to increase accountability, transparency and fairness in setting pay and also includes information about where more detailed salary information is published as part of the Council's annual Statement of Accounts.

The Deputy Mayor drew Members' attention to the following points:-

- There has once again been a positive reduction in pay ratios, meaning there is less of a gap between the highest and lowest paid staff.
- The current ratio between the highest salary and lowest salary has reduced from 9.84 to 1 last year to 9.36 to 1 this year, and continues to compare favourably with other local authorities in the local area.
- This year includes the potential of a 1% pay award to be implemented from 1st April 2016. A collective agreement has also been reached with the Trade Unions relating to changes to the Council's pay structure under revised Terms and Conditions. These will also take effect from the 1st April 2016; and there has also been an overall reduction again in the number of Chief Officer posts reducing from 20 down to 19.

Councillor Glyn Jones reported that as an authority, the Council was committed to reducing the pay difference and to increasing lower rates of pay and it was outlined that the Council has been able to achieve improvement in its pay ratios as a result of adopting the living wage.

Members noted that it wasn't anticipated that this policy would need to be amended during its period (April 2016 to March 2017). However if circumstances meant that a change of policy was required, any amendments would be included in the following year's statement presented to full Council.

The Deputy Mayor concluded by recommending Council note the contents of the report and approve the Pay Policy Statement for 2016/17.

Following consideration of the report, Members of Council were afforded the opportunity to comment. A number of comments were voiced on the report, whereby concerns were raised regarding the salaries of the highest earners in Chief Officer posts. However, it was reiterated to Members, that only a 1% pay increase would be awarded to Chief Officers, with the Chief

Executive herself forgoing all pay awards, remaining on the original salary agreed by Council when she was appointed to the post.

RESOLVED that Council agreed to note the contents of the report and approved the Pay Policy Statement for 2016/17.

84 Sheffield City Region Devolution Agreement: Ratification of the Proposal.

Council considered a report that detailed the proposal for the Sheffield City Region Devolution Agreement. Mayor Ros Jones presented the report, and stressed to Members that the proposal in front of Council was one of the most significant changes to local government arrangements in many years. Regional Devolution offered a major opportunity to bring additional decision making powers and economic development funding to the Sheffield City Region. Mayor Jones informed Members that the principle behind the agreement was that many decisions are better made locally, by people who understand the area, rather than in the corridors of Whitehall. The devolution agreement would look to build upon the current Combined Authority arrangements and would provide the Council with an opportunity to take more control over its future.

Members noted that the proposed deal would devolve power and funding from London to the City Region and was specifically focused on economic development. In particular it covers areas including major infrastructure schemes, housing, transport and skills – all of which are vital to Doncaster's future.

The Mayor added that as part of the proposal, £900m of additional funding would be made available to the region over the next 30 years. In Doncaster it had already been demonstrated how funding of this magnitude could be utilised to facilitate job creation, house building and skills development. This was particularly evident in relation to the new Great Yorkshire Way, which was a great example of this.

Mayor Jones advised Members that as part of the negotiations Doncaster had fought hard to get a good deal for not only the Borough but also the wider region. In addition to the extra funding, Doncaster will work with government and seek to build on the National Rail College – which opens next year – and develop a new National Institute for Infrastructure, Construction and Engineering.

Members noted that as part of the agreement, Regional Devolution also requires an elected city region Mayor. The new Mayor would have a specific role and the arrangements would not take any existing powers away from Doncaster. If ratified, the city region would elect its first mayor in May 2017.

The Mayor informed Council that all nine SCR local authorities would consider this decision individually at meetings of their Full Council. If agreed, the Combined Authority would look to ratify the deal later this month. In conclusion, the Mayor stated that she had thought long and hard about the 'Devolution Deal', and on balance, felt that this is the best offer available, and that ratification of the proposal was in Doncaster's best long term interests. Mayor Ros Jones therefore recommended the proposal to Council.

Following presentation of the report and the proposals before them, Members of Council were afforded the opportunity to comment on the decision they were being asked to make. A number of comments were voiced in support of the proposal with widespread support voiced for the devolution agreement, with Councillors believing that this was in Doncaster's best interest to endorse this.

Councillor John Mounsey, Chair of the Overview and Scrutiny Management Committee, informed Council that this issue had been considered at a meeting of the Committee on 12 January, 2016. Councillor Mounsey commented that an exhaustive discussion had been held

on this, with the Committee coming to the unanimous conclusion that the devolution agreement before them was in fact the best way forward for Doncaster. A wide range of issues had been covered during the debate at the Scrutiny meeting, and it was felt that this would positively benefit the people of Doncaster to move forward with this.

Councillor James Hart, Leader of the Conservative Group offered support for the devolution agreement, and urged the Mayor to represent the Council on Doncaster's behalf, taking up all available opportunities offered to the area to achieve the best outcome for Doncaster.

Mayor Ros Jones thanked Council for its support, and added that it was a very important decision for Doncaster as the additional resources would go a long way in benefiting the people and the area.

RESOLVED that Council:-

- (1) note the work that has taken place since the proposal was put forward in October 2015 – in particular those matters detailed in Appendix B of the report;
- (2) take into account that an online consultation exercise took place from the 2 December, 2015 to 15 January, 2016, including the summary of the consultation detailed in Appendix C to the report;
- (3) endorse the devolution agreement set out in Appendix C to the report; and
- (4) delegate authority to the Chief Executive (in consultation with the Mayor) to consent to the enabling Orders required.

85 Doncaster Local Plan - Housing Distribution and Vision Aims and Objectives.

Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation presented a report to Members that provided information on Doncaster's Local Plan.

The report informed Council that the Local Plan sets out planning policies and new development sites for Doncaster to meet its development needs over the next 15 years. This would be based on a vision for growth and new investment coming to Doncaster. This included the now opened FARRRS link road to a growing Doncaster Sheffield Airport, development at the lport getting underway, the largest number of new homes being built since 2000, and the Unity project which once underway, would benefit the north west of the borough. Councillor Blackham stated that the aim was to see further growth in the borough supporting the future of its young people with new skills, new homes and a great place to live in.

The report asked that the emerging Local Plan vision with its aims and objectives be noted, setting out a more positive future for Doncaster. To achieve this, Doncaster would not only need to have the housing to support local needs, but also provide for a growing workforce that was located in places that would ensure residents could live in safe, attractive and sustainable locations. The report set out a draft strategy for where the Council should locate new housing, and took account of over 600 responses received from the 'Issues and Options' consultation undertaken in summer 2015, as well as the sustainability appraisal and national polices.

Councillor Blackham informed Members that the strategy importantly placed a priority on protecting the environment and supporting regeneration in Doncaster's towns and accessible locations, but also provided the possibility of developing a greater range of deliverable sites. The strategy would form an important part of the Local Plan that Full Council was due to consider later in 2016, and underpin the ongoing work assessing housing sites that the Local Plan would designate for development.

Councillor Blackham asked Full Council to approve the draft strategy attached to the report in appendix A for consultation in addition to supporting the recommendations to publish the plan's updated vision, aims and objectives .

Councillor Blackham concluded by pointing out that Council needed to note an amendment to the recommendation. Consultation on the Strategy would be undertaken for a 6 week period rather than the 4 weeks stated in the report in order to enable stakeholders to respond due to part of the consultation period crossing over the Easter holiday period. Following his presentation, Councillor Blackham invited Jeremy Johnson, Local Plans Policy Manager, to address Council in terms of a minor amendment to the report that he wished to clarify. This was a minor error relating to the figures quoted on p321 of the agenda, and with regard to housing arising from economic growth, the number of 5489, should instead read as 5070.

Following consideration of the report, Members were afforded the opportunity to comment, and in response to concerns raised, Councillor Blackham advised Members to urge their constituents to comment in the consultation in order to ensure their voices were heard and any concerns addressed.

RESOLVED that:-

- (1) Council approve the draft housing distribution strategy document (appendix A) for a 6 week period of consultation; and
- (2) Council note the intention to publish the draft Vision, Aims and Objectives of the Local Plan (Appendix B to the report) and publish on the Local Plan website.

86 Questions by Elected Members in accordance with Council Procedure Rules 15.2 and 15.3:-

A. Questions on Notice

In accordance with Council Procedure Rule 15.2, the Chair accepted the following question from an Elected Member during "Question Time":-

(Q) From Councillor Nick Allen to the Mayor of Doncaster, Ros Jones:-

"I am grateful for the response which you gave to my question about SUEZ which you answered at the previous meeting of the council held on 28th January. In your response to my questions, you explained that you have asked SUEZ to consider making a payment over and above the contractual damages as a 'goodwill gesture'. Have they made this payment and how much did DMBC receive. If they have not made such a payment, when are they going to?"

(B) "Thank you for your question Cllr Allen.

Following the delay to waste and recycling collections after the Christmas break, SUEZ has agreed to make a total payment of £50,000 covering contractual liquidated damages and including a significant donation.

This is in recognition of the disruption to residents and additional costs incurred by the Council.

We will seek to invest the money with the community, and look at environmental improvements, and education and awareness raising activities about waste reduction and recycling."

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

- (Q) "Mayor Jones, how much was the 'significant donation' that you refer to, and would you be willing to spend part of this £50k on road safety in the Borough?"
- (A) "The £50k was broken down in to £15k of contractual liquidated damages, and £35k was the significant donation. As yet, it has not been identified where this money will be spent, but I can assure you it will be going back into the community."

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 Nick Allen asked the Mayor of Doncaster, Ros Jones:-

"Can I ask what procedure was used for the appointment of Kim Curry, the new Director of Adults, Health and Wellbeing?"

A. The Mayor gave the following response:-

"This was done via an agreement with the Chief Executive to get the best person into the position to bring about real changes in the Directorate."

Q. Councillor John Cooke asked the Mayor of Doncaster, Ros Jones:-

"I welcome the opening of the FARRRS Route but I was disappointed to see that no local Ward Members were present at the tape cutting ceremony. In fact, I was disgusted at this."

A. The Mayor gave the following response:-

"As I have previously stated, when the 'spur' road to Rossington is opened, all Local Ward Members will be invited to the opening."

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

No questions were put to the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Adult Social Care and Equalities.

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

No questions were put to Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation.

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

Q. Councillor Alan Smith asked the following question:-

"In terms of the Digital Council Strategy, whilst I appreciate digital advancements are necessary, certain parts of the Borough have poor broadband and it is not accessible. Could you please update us on the project and is it still on track for April 2017?"

A. Councillor Tony Corden gave the following response:-

“We have been progressing this project and are working on the document for interested parties to submit their bids. It still needs more work but progress is being made.”

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

“From that, I can’t go back to people and tell them it will be operational by 2017.”

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

In the absence of Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools, the Chair of Council informed Members that any questions for Councillor Fennelly should be submitted in writing to the Executive Office after this meeting and that the Cabinet Member would respond accordingly.

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

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

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

Q. Councillor Jane Kidd asked Councillor Chris McGuinness:-

“I’m sure that no one wants to see the Women’s Aid Centre closed. It is of great value and is an independent centre that takes referrals from a wide range of institutions and is a great support to those suffering from domestic violence and does a great job in preventing it. Are we doing all we can to help it to survive?”

A. Councillor Chris McGuinness gave the following response:-

“I have set up a meeting with the Children’s Trust, Officers and representatives from Women’s Aid, but the options for with dealing with it are limited. I have set up a second meeting, and have asked them to come up with a structure and attach all the related costs and there is now another meeting scheduled for Friday, 4 March. Hopefully these meetings will be successful and we will come up with a structure to keep the centre going, and build on what we have got, rather than lose a very valuable service altogether.”

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

Q. Councillor Nick Allen asked the following question:-

“My Ward colleague, Councillor Gethin asked a question at a previous meeting about the possibility of having a plaque put up to commemorate the work of Thomas Rainsborough? Has any action been taken to implement this as I think it’s important that people are able to pay their respects?”

A. Councillor Bill Mordue gave the following response:-

•

“We have been making progress with this, possibly not as much as should have been as he is possibly not as well recognised as he should be. I believe it will be a good thing to see a plaque put up in his name and I will ask Officers to do some more work on this in order to report back with a firm proposal.”

Q. Councillor James Hart asked the following question:-

“With regard to the Inward Investment Pilot Scheme, Decision Reference K1255, taken in October, 2014, I believe this was driven by Bob Johnson, your predecessor and included themes such as speculative builds, job creation grants and project set up grants. This was scheduled to be reviewed 6 months after its inception or at £250k spend. If possible could we have sight of this review, and indicate when the post 12 month impact assessment is likely to be available?”

A. Councillor Bill Mordue gave the following response:-

“This was indeed set up by my predecessor, and I know a number of payments were set up to various groups but I don’t have the facts so I will provide you with a written response.”

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

Q. Councillor Nick Allen asked the following question:-

“I want to know what support DMBC has given to residents who wish to exercise their right to buy their Council houses and what amendments have been made to the Right to Buy policy over the last generation or so?”

A. Councillor Jane Nightingale gave the following response:-

“I imagine they will get all the support they need but I will go back to officers to see what information I can get and provide you with a response.”

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

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

87 Approval of Councillor Absence.

Further to the attendance of Councillor Ted Kitchen at the Meeting, the Chair advised that this item would no longer be considered by Council.

88 Annual Report on Executive Decisions taken under Special Urgency Provisions.

Council considered a report that detailed the key decisions taken under ‘Special Urgency’ between the period 3rd March, 2015 and 22nd February, 2016. The report informed Members that the law required all decisions taken under ‘Special Urgency’ provisions, had to be reported to Full Council on an annual basis.

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

DECC Central Heating Fund

The decision was taken by Mayor Ros Jones in consultation with Councillor John Mounsey, Chair of Overview and Scrutiny Management Committee on 11 September, 2015.

Following consideration of the report, Members were afforded the opportunity to comment.

RESOLVED that Council note the content of the report.

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

RESOLVED that the Minutes and Briefing Notes of the following Joint Authorities, be noted:-

- A. South Yorkshire Police and Crime Panel held on 27th November, 2015;
- B. Sheffield City Region Combined Authority held on 1st February, 2016;
- C. South Yorkshire Fire and Rescue Authority held on 4th January, 2016, and Section 41 Briefing Note for February, 2016; and
- D. South Yorkshire Pensions Authority held on 14th January, 2016.

13th May, 2016

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 responsible 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

REPORT AUTHOR:

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Jo Miller
Chief Executive

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

**COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF
REFERENCE FOR 2016/17**

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) Awards, Grants and Transport (Appeals) Committee

This is a minor amendment further to changes made to the procedure. The first stage of all appeals are now considered by Officers with only second stage appeals taken to Committee for their consideration. The Terms of Reference have been amended to reflect this.

(b) Audit Committee

The Accounts and Audit Regulations were updated in 2015, and the Terms of Reference have been updated to reflect these changes. The revision will explicitly attribute the responsibility for considering the findings of the review of internal control to the Audit Committee, and formally delegate responsibility for the approval of the resulting Annual Governance Statement to the Committee.

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 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 for internal Audit, the internal audit strategy, ~~and~~ reviewing of resourcing and considering the level of assurance the 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 **and**, ~~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 council policies in 'Raising Concerns at Work' and the antifraud and corruption strategy.
- V. ***To consider the findings of the review of the effectiveness of the system of internal control and to approve the Annual Governance Statement, in accordance with the Accounts and Audit Regulations.*** ~~To oversee the production of the authority'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 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. Dealing with complaints of alleged Member misconduct referred to the

Monitoring Officer under Section 28(6) of the Localism Act 2011.

- X. 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.

AWARDS, GRANTS AND TRANSPORT (APPEALS) COMMITTEE

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

1. To consider and determine appeals for grant aid from students who do not meet the approved criteria for assistance, under either local or national award regulations.
2. To consider and determine appeals for the payment of expenses of children attending community, foundation voluntary or special schools to enable them to take part in any school activity or educational facility who do not qualify for assistance under the approved policies of the Authority.
3. To consider and determine appeals for the granting of scholarships, exhibitions, bursaries or other allowances to persons over compulsory school age who do not qualify for assistance under the approved policies of the Authority.
4. To consider and determine appeals ***that have been refused by an officer at the first stage*** for the provision of free home to school or college transport – including whether a particular walking route(s) is safe, or the payment of reasonable travelling expenses, to persons who do not qualify for either under the approved policies of the Authority.

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13th May, 2016

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 of 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 of 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 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 set out within Part 6 of the Council 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 AND CONTRIBUTOR

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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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13th May, 2016

To the Chair and Members of the COUNCIL

PROPOSED DIARY OF MEETINGS – 2016/17

EXECUTIVE SUMMARY

1. The purpose of this report is to approve a schedule of meetings for the 2016/17 Municipal Year, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) approve the proposed Diary of Meetings for the 2016/17 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 2016/17 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. Each year at its Annual Meeting, Council is requested to determine a programme of meetings for Council, its Committees and Sub-Committees for the Municipal Year.

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.

Overview and Scrutiny

7. The scheduling of meetings for the Overview and Scrutiny (O&S) function reflects the structure approved at Council on 30th January, 2014. Monthly meetings for Overview and Scrutiny Management Committee, bi-monthly meetings for the Health and Adult Social Care Panel, if required, quarterly meetings for the Children & Young People's Overview & Scrutiny Panel (which include reviewing the activities of the Doncaster Children's Trust) 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 or hold a formal meeting. These meetings will be cancelled if they are not required. Generally, the Overview and Scrutiny Panel's will meet as required, determining dates which best fit the task and finish work they are undertaking.

Cabinet Meetings

8. Cabinet Meetings have been determined by the Mayor of Doncaster.

Meetings of Full Council

9. The frequency of Council meetings has been retained at 6 meetings in the year. Evening meetings starting at 6.00 pm will be held in the months of July and September. All remaining scheduled meetings will start at 2.00 pm. 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.

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. As far as possible, all dates for Member Training sessions have been included within the diary to ensure Members have sufficient notice, particularly for any mandatory training they are required to undertake. Any amendments, additional dates or training sessions that may be arranged during the course of the year, will be notified to Members as they arise. In addition to the diary, Elected Members have been circulated details of proposed training and development for the forthcoming 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.

Whilst Members will be notified of any changes to meetings or training sessions, they are advised to regularly review the Diary of Meetings to ensure they are aware of any revisions that may have been made.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

13. Members are requested to either approve or amend the proposed Diary of Meetings for 2016/17.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

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

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 2016/17 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 2016/17 Municipal Year.

BACKGROUND PAPERS

None

REPORT AUTHOR

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Simon Wiles
Director of Finance and Corporate Services

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

	2 nd May, 2016	9 th May, 2016	16 th May, 2016	23 rd May, 2016	30 th May, 2016
M O N D A Y	BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)	3.00 pm Effective Chairing Member Training	10.30 am Effective Chairing Member Training	BANK HOLIDAY
T U E S D A Y	3 rd May, 2016 12 noon Planning Training 2.00 pm Planning Committee	10 th May, 2016 10.00 am Cabinet	17 th May, 2016	24 th May, 2016 10.00 am Cabinet 2.00 pm Licensing Induction Member Training 5.30 pm Effective Chairing Member Training	31 st May, 2016 12 noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	4 th May, 2016	11 th May, 2016	18 th May, 2016	25 th May, 2016 9.00 am Audit Induction Member Training 1.30 pm Informal Regeneration & Housing Overview & Scrutiny Panel	
T H U R S D A Y	5 th May, 2016 POLICE & CRIME COMMISSIONER & BOROUGH COUNCIL BY-ELECTIONS 5.00 pm Deadline for Questions & Statements for Cabinet	12 th May, 2016	19 th May, 2016 5.00 pm Deadline for Questions & Statements for Cabinet	26 th May, 2016	
F R I D A Y	6 th May, 2016	13 th May, 2016 9.00 am Group Meetings (Mansion House) 11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 1.00pm – Civic Office)	20 th May, 2016 9.00 am Planning Induction Member Training 11.30 am Extraordinary Overview & Scrutiny Management Committee	27 th May, 2016 9.30 am Planning Committee Visits	

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

		6 th June, 2016	13 th June, 2016	20 th June, 2016	27 th June, 2016
M O N D A Y		10.00 am Informal Health & Adult Social Care Overview & Scrutiny Panel			9.00 am Adult Social Care Transformation Programme Member Briefing
T U E S D A Y		7 th June, 2016	14 th June, 2016	21 st June, 2016	28 th June, 2016
		10.00 am Cabinet		10.00 am Cabinet	12 noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	1 st June, 2016	8 th June, 2016	15 th June, 2016	22 nd June, 2016	29 th June, 2016
		10.00 am Informal Overview & Scrutiny Management Committee 2.00 pm Informal Audit Committee 4.00 pm Corporate Parenting Board	10.00 am Performance Management Member Training	10.00 am Audit Committee	9.00 am Adult Safeguarding Member Training 2.00 pm Local Government Finance Member Training
T H U R S D A Y	2 nd June, 2016	9 th June, 2016	16 th June, 2016	23 rd June, 2016	30 th June, 2016
		9.00 am Informal Children & Young People's Overview and Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health and Wellbeing Board 5.30 pm Scrutiny and Challenge Member Training	5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Partnership Governance Member Training 3.00 pm Equalities Member Training 5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	3 rd June, 2016	10 th June, 2016	17 th June, 2016	24 th June, 2016	
		10.00 am Overview & Scrutiny Management Committee		9.30 am Planning Committee Visits	

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

		4 th July, 2016	11 th July, 2016	18 th July, 2016	25 th July, 2016
M O N D A Y		10.00 am Equalities Member Training 5.30 pm Health & Safety Member Training	10.00 am Children & Young People Overview & Scrutiny Panel 5.30 pm Labour Group Meeting		
		5 th July, 2016	12 th July, 2016	19 th July, 2016	26 th July, 2016
T U E S D A Y		10.00 am Cabinet 12 noon Deadline for Questions & Motions to Council	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet	12 noon Planning Training 2.00 pm Planning Committee 5.00 pm Information Governance Member Training
		6 th July, 2016	13 th July, 2016	20 th July, 2016	27 th July, 2016
W E D N E S D A			1.00 pm Parish Councils' Joint Consultative Committee		10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.00 pm Corporate Parenting Board
		7 th July, 2016	14 th July, 2016	21 st July, 2016	28 th July, 2016
T H U R S D A Y		10.00 am Overview & Scrutiny Management Committee	2.00 pm Scrutiny and Challenge Member Training 5.00 pm Deadline for Questions & Statements for Cabinet 5.00 pm Group Meetings 6.00 pm COUNCIL	1.00 pm Joint Safety Committee	5.00 pm Deadline for Questions & Statements for Cabinet
		1 st July, 2016	8 th July, 2016	15 th July, 2016	22 nd July, 2016
F R I D A Y		10.00 am Information Governance Member Training	10.00 am Children's Services Safeguarding Member Training	9.30 am Planning Committee Visits	
					29 th July, 2016

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

	1 st August, 2016	8 th August, 2016	15 th August, 2016	22 nd August, 2016	29 th August, 2016
M O N D A Y					BANK HOLIDAY
	2 nd August, 2016	9 th August, 2016	16 th August, 2016	23 rd August, 2016	30 th August, 2016
T U E S D A Y	10.00 am Cabinet			12 noon Planning Training 2.00 pm Planning Committee	
	3 rd August, 2016	10 th August, 2016	17 th August, 2016	24 th August, 2016	31 st August, 2016
W E D N E S D A Y			10.00 am Audit Committee		
	4 th August, 2016	11 th August, 2016	18 th August, 2016	25 th August, 2016	
T H U R S D A Y		2.00 pm Children's Services Safeguarding Member Training	2.00 pm Corporate Parenting Member Training		
	5 th August, 2016	12 th August, 2016	19 th August, 2016	26 th August, 2016	
F R I D A Y			9.30 am Planning Committee Visits		

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

		5 th September, 2016	12 th September, 2016	19 th September, 2016	26 th September, 2016
M O N D A Y		10.00 am Health & Safety Member Training	2.30 pm Information Governance Member Training		
		5.30 pm Equalities Member Training	5.30 pm Labour Group Meeting	5.30 pm Local Government Finance Member Training	
		6 th September, 2016	13 th September, 2016	20 th September, 2016	27 th September, 2016
T U E S D A Y		10.00 am Cabinet	10.00 am Children & Young People's Overview & Scrutiny Panel	10.00 am Cabinet	
		10.00 am Awards, Grants & Transport (Appeals) Committee 12 noon Deadline for Questions & Motions for Council	5.30 pm Adult Safeguarding Member Training	12 noon Planning Training 2.00 pm Planning Committee 5.30 pm Partnership Governance Member Training	
		7 th September, 2016	14 th September, 2016	21 st September, 2016	28 th September, 2016
W E D N E S D A Y		10.00 am Scrutiny and Challenge Member Training	10.00 am Licensing Committee	10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
		4.00 pm Corporate Parenting Board	3.00 pm Adult Social Care Transformation Programme Member Briefing		
		1 st September, 2016	8 th September, 2016	15 th September, 2016	22 nd September, 2016
T H U R S D A Y	9.30 am Health & Wellbeing Board			10.00 am Corporate Parenting Member Training	
	2.00 pm Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	5.30 pm Performance Management Member Training	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 5.30 pm Children's Services Safeguarding Member Training
		2 nd September, 2016	9 th September, 2016	16 th September, 2016	23 rd September, 2016
F R I D A Y			9.30 am Planning Committee Visits		

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

	3 rd October, 2016	10 th October, 2016	17 th October, 2016	24 th October, 2016	31 st October, 2016
M O N D A Y	3.00 pm Health & Safety Member Training 5.30 pm Asset Transformation Programme Member Training		10.00 am Asset Transformation Programme Member Training		
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		
W E D N E S D A Y		3.00 pm Performance Management Member Training	1.30 pm Partnership Governance Member Training		
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet 5.30 pm Corporate Parenting Member Training	1.00 pm Joint Safety Committee		5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y		9.30 am Planning Committee Visits			

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

		7 th November, 2016	14 th November, 2016	21 st November, 2016	28 th November, 2016
M O N D A Y				5.30 pm Labour Group Meeting	
	1 st November, 2016	8 th November, 2016	15 th November, 2016	22 nd November, 2016	29 th November, 2016
T U E S D A Y	10.00 am Cabinet		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
	2 nd November, 2016	9 th November, 2016	16 th November, 2016	23 rd November, 2016	30 th November, 2016
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	
	3 rd November, 2016	10 th November, 2016	17 th November, 2016	24 th November, 2016	
T H U R S D A Y	9.30 am Health & Wellbeing Board	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Audit Committee	1.00 pm Group Meeting 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet	
	4 th November, 2016	11 th November, 2016	18 th November, 2016	25 th November, 2016	
F R I D A Y		9.30 am Planning Committee Visits			

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

	5 th December, 2016	12 th December, 2016	19 th December, 2016	26 th December, 2016
M O N D A Y				BANK HOLIDAY
	6 th December, 2016	13 th December, 2016	20 th December, 2016	27 th December, 2016
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
	7 th December, 2016	14 th December, 2016	21 st December, 2016	28 th December, 2016
W E D N E S D A Y				5.00 pm Deadline for Questions & Statements for Cabinet
	1 st December, 2016	8 th December, 2016	15 th December, 2016	22 nd December, 2016
T H U R S D A Y		10.00 am Licensing Committee 2.00 pm Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet		
	2 nd December, 2016	9 th December, 2016	16 th December, 2016	23 rd December, 2016
F R I D A Y		9.30 am Planning Committee Visits		30 th December, 2016

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

	2 nd January, 2017	9 th January, 2017	16 th January, 2017	23 rd January, 2017	30 th January, 2017
M O N D A Y	BANK HOLIDAY			5.30 pm Labour Group Meeting	
T U E S D A Y	3 rd January, 2017 10.00 am Cabinet	10 th January, 2017 10.00 am Awards, Grants & Transport (Appeals) Committee 12 noon Planning Training 2.00 pm Planning Committee	17 th January, 2017 10.00 am Cabinet 12 noon Deadline for Questions & Motions for Council	24 th January, 2017	31 st January, 2017 10.00 am Cabinet
W E D N E S D A Y	4 th January, 2017	11 th January, 2017	18 th January, 2017	25 th January, 2017 10.00 am Audit Committee 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel	
T H U R S D A Y	5 th January, 2017	12 th January, 2017 9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	19 th January, 2017 10.00 am Overview & Scrutiny Management Committee 1.00 pm Joint Safety Committee	26 th January, 2017 1.00 pm Group Meetings 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	6 th January, 2017 9.30 am Planning Committee Visits	13 th January, 2017	20 th January, 2017	27 th January, 2017	

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

	6 th February, 2017	13 th February, 2017	20 th February, 2017	27 th February, 2017
M O N D A Y		10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel		10.00 am Children & Young People's Overview & Scrutiny Panel 5.30 pm Labour Group Meeting
T U E S D A Y	7 th February, 2017	14 th February, 2017	21 st February, 2017	28 th February, 2017
	12 noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		10.00 Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee
W E D N E S D A Y	1 st February, 2017	8 th February, 2017	15 th February, 2017	22 nd February, 2017
T H U R S D A Y	2 nd February, 2017	9 th February, 2017	16 th February, 2017	23 rd February, 2017
	10.00 am Overview & Scrutiny Management 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	
F R I D A Y	3 rd February, 2017	10 th February, 2017	17 th February, 2017	24 th February, 2017
	9.30 am Planning Committee Visits			

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

		6 th March, 2017	13 th March, 2017	20 th March, 2017	27 th March, 2017
M O N D A Y					Commencement of PERP (Pre-Election Rules on Publicity)
T U E S D A Y		7 th March, 2017	14 th March, 2017	21 st March, 2017	28 th March, 2017
		12 noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet
W E D N E S D A Y	1 st March, 2017	8 th March, 2017	15 th March, 2017	22 nd March, 2017	29 th March, 2017
			10.00 am Health & Adult Social Care Overview & Scrutiny Panel 1.00 pm Parish Councils' Joint Consultative Committee		
T H U R S D A Y	2 nd March, 2017	9 th March, 2017	16 th March, 2017	23 rd March, 2017	30 th March, 2017
	1.00 pm Group Meetings 2.00 pm COUNCIL (Budget & Council Tax Setting)	9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	3 rd March, 2017	10 th March, 2017	17 th March, 2017	24 th March, 2017	31 st March, 2017
	9.30 am Planning Committee Visits				9.30 am Planning Committee Visits

APPENDIX A

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(Shaded area denotes School Holidays)

	3 rd April, 2017	10 th April, 2017	17 th April, 2017	24 th April, 2017
M O N D A Y			BANK HOLIDAY	
T U E S D A Y	4 th April, 2017 12 noon Planning Training 2.00 pm Planning Committee	11 th April, 2017 10.00 am Cabinet	18 th April, 2017	25 th April, 2017 12 noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	5 th April, 2017	12 th April, 2017	19 th April, 2017	26 th April, 2017
T H U R S D A Y	6 th April, 2017 10.00 am Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet	13 th April, 2017	20 th April, 2017	27 th April, 2017 1.00 pm Joint Safety Committee
F R I D A Y	7 th April, 2017	14 th April, 2017 BANK HOLIDAY	21 st April, 2017 9.30 am Planning Committee Visits	28 th April, 2017

Schedule of Meetings 1st May, 2016 to 31st May, 2017

(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				BANK HOLIDAY
T U E S D A Y	2 nd May, 2017	9 th May, 2017	16 th May, 2017	23 rd 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	17 th May, 2017	24 th May, 2017	31 st May, 2017
T H U R S D A Y	4 th May, 2017	11 th May, 2017	18 th May, 2017	25 th May, 2017	
F R I D A Y	5 th May, 2017	12 th May, 2017	19 th May, 2017	26 th May, 2017	
P a g e 5 3			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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To the Chair and Members of the COUNCIL

COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2016/17

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 2016/17 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 2016/17 period but also require some appointments to be made for 2016/17.
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.
7. Detailed below are any notable changes to the schedule of Outside Bodies that have occurred since last year's appointments were made:-

North Doncaster Development Trust (NDDT)

The NDDT has informed the Council that, following a review, the Trust's Memorandum and Articles of Association have been revised to remove the requirement to appoint 4 elected Members as Trustees from each of the four electoral wards covering the Trust's area. Current Trustees including those who were elected members appointed by DMBC will be given the opportunity to stand for re-election as NDDT Board Members but in the capacity of a community member rather than as a Council appointment. This body has therefore been deleted from the schedule of appointments.

Adwick Charities, Bentley with Arksey Doles Charity, Cantley Poor's Land Trust and Mexborough Charity Trust

A number of appointments to the above charitable bodies are due to be made for new 4 year terms of office, i.e. for the period May 2016 – May 2020. In light of the Council moving to 4 yearly, all-out Elections from May 2017, it is proposed that the afore-mentioned appointments due to end in May 2016 be extended until May 2017 to enable fresh 4 year appointments to be made at next year's Council AGM to align with the DMBC Elections.

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 2016/17. 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. During 2015/16 work has been undertaken to review the Governance of the Council's arrangements and relationship with outside bodies and partnerships. One of the key elements of this work was to ensure that representatives appointed to Outside Bodies were 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 2016/17 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 – 22nd May 2015 – Council Appointments to Outside Bodies – 2015/16.

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OUTSIDE BODIES FOR APPOINTMENT 2016/17 (COUNCIL APPOINTMENTS)

*Denotes where individual current appointment goes beyond 2016/17

Organisation	Notes	No of Reps	2015/16 Representatives	2016/17 Nominations
Adwick Charities	4 Year Term of Office Cllr J Mounsey term ends 2016 Cllr E Kitchen term ends 2016 *Cllr R Hodson term ends 2019 Trustees with voting rights Ward Members for area No liability Insurance provided	3	Cllr J. Mounsey Cllr E. Kitchen Cllr R. Hodson*	
Bentley with Arksey Doles Charity	4 Year Term of Office Cllr Mordue term ends 2016 Mrs D Hutchinson term ends 2016 *Cllr Hogarth term ends 2019 *Cllr J Nightingale term ends 2019 Trustees with voting rights Ward Members for area No liability Insurance provided	4	Cllr B. Mordue Mrs D. Hutchinson Cllr C. Hogarth* Cllr. J. Nightingale*	

Organisation	Notes	No of Reprs	2015/16 Representatives	2016/17 Nominations
Cantley Poor's Land Trust	<p>4 Year Term of Office Mrs. R. Chapman term ends 2016 *Mrs S. Rogerson term ends 21/5/2019 Trustee – role requires regular attendance at monthly meetings and visits to clients (people skills desirable). Knowledge of Cantley, Bessacarr & Branton is helpful as this is the area covered by the Trust. Liability Insurance provided</p>	2	<p>Mrs R. Chapman (Resigned March 2016) Mrs S. Rogerson*</p>	
Cooke Almshouse Charity	<p>4 Year Term of Office Cllr C Hogarth term ends 2019 Trustee with voting rights No specific requirements No Liability Insurance</p>	1	Cllr C. Hogarth*	
Doncaster and District Deaf Society	<p>1 Year Term of Office Advisory/Observer No specific requirements Liability Insurance provided</p>	2	<p>Cllr J. Kidd Cllr S. Knowles</p>	
East Doncaster Development Trust	<p>1 Year Term of Office Voting Member No specific requirements Liability Insurance provided</p>	1	Cllr P. Knight (Resigned 9/2/16)	

Organisation	Notes	No of Reps	2015/16 Representatives	2016/17 Nominations
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	
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 T. Revill (Deceased 1/3/16)	
Mexborough Charity Trust	4 Year Term of Office Mrs T. Leyland-Jepson term ends 2016 *Mr E. Simpson term ends 2017 Voting/Trustee Members No specific requirements Liability Insurance provided	2	Mrs T. Leyland-Jepson Mr E. Simpson*	
Mexborough Citizens Advice Bureau	1 Year Term of Office Voting Members No specific requirements Liability Insurance	2	Mrs T. Leyland-Jepson Mrs S. Phillips	

Organisation	Notes	No of Reps	2015/16 Representatives	2016/17 Nominations
North East Doncaster Citizens Advice Bureau	<p>1 Year Term of Office</p> <p>Voting Member – DMBC has one vote only which either representative can use</p> <p>Local knowledge of area is desirable</p> <p>Liability Insurance provided</p>	2	<p>Cllr. M. Houlbrook</p> <p>Cllr. G. Derx</p>	
<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. J. Blackham^</p> <p>Cllr. B. Mordue</p> <p>Cllr. J. Cox</p> <p>Cllr. J Hart</p> <p>Cllr. R. Blake</p>	

Organisation	Notes	No of Reprs	2015/16 Representatives	2016/17 Nominations
Robin Hood Airport Doncaster Sheffield – Noise Monitoring and Environmental Sub-Committee	1 Year Term of Office Voting Members 5 representatives – 1 drawn from each ward of Armthorpe, Finningley, Hatfield, Rossington & Bawtry and Tickhill & Wadworth Knowledge/interest of aviation and the future developments at Robin Hood Airport is desirable No Liability Insurance	5	Cllr. J. Cox Cllr. J Hart Cllr T. Corden Cllr L. Curran Cllr. R. Blake	
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^	
Sheffield City Region Combined Authority Transport Committee	1 Year Term of Office Voting Members Political proportionality across the 4 South Yorkshire districts. No specific requirements Note: DMBC has historically chaired this body (role conducted by Portfolio Holder for Transport)	3	Cllr. S. Cox Cllr J. Blackham Cllr B. Mordue	

Organisation	Notes	No of Reps	2015/16 Representatives	2016/17 Nominations
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	
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.	1	Cllr. A. White Cllr R. A. Jones	

Organisation	Notes	No of Reps	2015/16 Representatives	2016/17 Nominations
Standing Advisory Council for Religious Education (SACRE)	1 Year Term of Office Voting Members Proportional appointments 3 x Labour 1 x Conservative 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 K. Rodgers Cllr N. Fennelly	
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	

Joint Authorities – Politically Proportional		No of Reprs	2015/16 Representatives	2016/17 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	
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 K. Rodgers Cllr J. Wood	
Police and Crime Panel	1 Year Term of Office Voting Members (also subs) Political Proportionality across South Yorkshire indicated by host Authority. Elected Mayor is appointed as of right plus one Labour Group representative. No Liability Insurance provided	2 + 2 subs	Cllr. C. McGuinness Substitute Cllr. G. Jones Cllr A. Jones Substitute Cllr. G. Jones	

13th May, 2016

To the Chair and Members of the COUNCIL

MEMBER DEVELOPMENT PROGRAMME 2016/17

EXECUTIVE SUMMARY

1. This report provides a summary of the 2015/16 Member training programme and proposes a programme of Member training and development for 2016/17.

EXEMPT REPORT

2. Not exempt

RECOMMENDATIONS

3. That Council:-
 - i. Note the Member Development activities undertaken during 2015/16.
 - ii. Approve the programme of Member Development activities and seminars scheduled for 2016/17 at Appendix A, including the list of training deemed to be mandatory for all Members and for specific groups of Members.
 - iii. Agree that following the 2017 local elections all councillors be required to undertake training deemed mandatory for all Members during 2017 and that this remains valid during their four year term of office, subject to any necessary updates that may require this training to be refreshed.

BACKGROUND

4. The arrangements for Member training are detailed within the Member Development Framework (MDF). The MDF sets out some best practice principles by detailing mandatory and recommended training and detailing how this will be undertaken e.g. through briefings, seminars, workshops, etc.

Evaluation of Member Development Activities 2015/2016

5. During 2015/16 the Member Development Working Group (MDWG) (Councillors: Tony Corden - Chair, Rachael Blake, James Hart, Andy Pickering and Clive Stone) reviewed the effectiveness of Member Development and progress against the 2015/16 training programme.
6. The MDWG has concluded that there is now a more co-ordinated and consistent approach to delivering Member development – events are advertised in advance, training is targeted at the relevant groups of Members and reminders are sent, evaluation of training is monitored and reviewed.

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.
8. A questionnaire was sent to all Members during January 2016 to provide an opportunity for Members to suggest topics for the forthcoming work programme and provide feedback in respect of member development generally. This has been used to inform the 2016/17 training programme attached at Appendix A and to develop an Action Plan for the MDWG to undertake next year.

Attendance

9. Mandatory training sessions for all Members have been run on at least three occasions including an evening session to accommodate working Members. Once Members have attended, mandatory training remains valid for three years. At the end of Q4 (Jan-March 2016) the overall figures for Members who were up to date with their mandatory training was 87.71% against a target figure of 95%. This figure will initially reduce as we commence the 16/17 municipal year as the 3 year period for those Councillors who undertook mandatory training during 2013/14 will expire and they will need to undertake this training again. Those Members will be notified accordingly. A further breakdown of the number of Members currently up to date with their training is detailed below:
 - Data Protection/Information Governance Management – 87%
 - Equalities – 94%
 - Children’s Safeguarding – 87%
 - Corporate Parenting 76%
 - Induction 100%
 - Health & Safety 85%
 - Adult Safeguarding 85%
10. Members of the MDWG help raise awareness within their groups of training and development to encourage attendance. Attendance details are also sent to Group Leaders for information and for them to further encourage attendance.

Member Training Programme 2016/17

11. **Appendix A** sets out the Member development programme for 2016/17. This includes mandatory training for **all** Members and training deemed mandatory for **specific groups of Members** e.g. Chairs of Committees or Cabinet Members. Members appointed to Regulatory Committees e.g. Licensing or Planning and Chairs of Committees should not take up those positions until they have undertaken the relevant training. Once undertaken, mandatory training remains valid for three years subject to Members receiving any necessary updates that may be relevant to these areas. Mandatory induction training will be provided to the Councillor elected at the Kirk Sandall and Edenthorpe by-election in May 2016 and this will take place during week commencing 9th May 2016. All candidates were informed of the induction arrangements and programme of training prior to the election.
12. For 2016/17 the MDWG has proposed that any Member appointed by the Council to a partnership or an outside body e.g. as a Director or Trustee should undertake Partnership Governance training. Members appointed to these positions need to be aware of their roles and responsibilities and to avoid acting beyond their powers, committing the Council to any financial commitments and understanding any personal liabilities and responsibilities.
13. In response to feedback from the questionnaire the programme includes skills training for Members with different abilities/experience and now includes a master class on questioning skills for more experienced Members.
14. The programme also contains a list of Members seminars to provide information and updates to Members on key topics. As far as possible dates for these sessions have been included in the programme, where dates are to be confirmed Members will be advised as soon as these have been arranged. Both the seminar programme and training programme are flexible and may be updated and amended in consultation with the Chair of the MDWG to ensure they remain relevant and responsive to Member's needs.

Moving Forward

15. During January 2016 a questionnaire was sent to all elected Members asking them to identify areas for personal development (measured against the LGAs political skills framework), suggestions for the 2016/17 training programme and any other feedback relating to Member Development. This feedback has been used to develop the 2016/17 training programme attached at Appendix A.
16. The questionnaire feedback has also been used to develop a work programme for the MDWG. Some of the key areas include:
 - Review and refresh of the Member Development Framework to ensure it remains relevant and fit for purpose.

- Further work to focus on the role of the Councillor as a community leader and the skills and knowledge needed to deliver this. This is particularly important as the Council changes the way it delivers services to residents and Councillors play a key role in facilitating and supporting this change. This concept is wider than just training and development as it will look at such issues as behaviours, equipment and technology, building up networks and contacts as well as understanding communities. The MDWG has identified this as a key area of work for 2016/17 to ensure the foundation for a robust programme with agreed expectations is in place following the elections in 2017. It is important that the changing role of elected Members is embedded within wider plans that shape the characteristics and vision for the future Council.
 - Continue to explore how Officers and Councillors can work together to deliver community outcomes. This may include exploring opportunities for joint training that will support community Leadership.
 - 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.
 - Explore the ability for Members to view their own training records on the Council's committee management system
 - Improve pre course information and clearly identify purpose and aims and objectives of each training session.
 - Identify further ways to encourage participation and engagement on Member training particularly on mandatory training.
17. The MDWG recommends that following the local elections in 2017 all Members should attend mandatory training regardless of whether they have taken it within the last three years and this would remain valid for their four year term of office (subject to any necessary updates). This would provide a significant efficiency in time and resources. Other mandatory courses e.g. Licensing, Planning, Chaining skills would still need to be run annually to take account of any changes following Council's annual review of committee memberships.
18. In addition the MDWG will continue to monitor the effectiveness of the Member development programme during 2016/17.

OPTIONS CONSIDERED

19. Council could support an ad hoc programme of development for Members. This is likely to be un-focused, unco-ordinated and may not necessarily meet the needs of elected Members.

REASONS FOR RECOMMENDED OPTION

20. Agreeing the programme of development activities for 2016/17 now will enable officers to make the necessary arrangements for the programme to be put in place for the new municipal year. The programme is a planned approach aimed at meeting the development needs of Members. Identifying mandatory training serves to support Members in their role ensuring clarity and identifying any risks or corporate/personal liabilities.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

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

	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> 	
	All families thrive.	

	<ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	Council services are modern and value for money.	
	Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

22. The Member Development Working Group will continue to monitor Member 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. 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.

LEGAL IMPLICATIONS

23. The Council has the legal power to arrange training for Members by virtue of both S111 Local Government Act 1972 and S1 Localism Act 2011 (the general power of competence).

FINANCIAL IMPLICATIONS

24. 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 2015/16, and is expected to be for the indicative 2016/17 programme.

EQUALITY IMPLICATIONS

25. 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

26. All Members were provided with an indicative list of Member training to provide comment and feedback. The training programme takes account of this. The MDWG has been consulted in the development of the programme of training scheduled for 2016/17.

BACKGROUND PAPERS

Member Development Framework

REPORT AUTHOR & CONTRIBUTORS

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Assistant Director of Legal & Democratic Services

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2016/17

No.	Topic	Date
MANDATORY TRAINING – ALL MEMBERS - once undertaken will be valid for 3 years. Members need only attend one of the 3 sessions identified below.		
1	Equalities (incl Public Sector Equality Duties / community leadership role / equality legislation)	Thurs 30 th June 2016 – 3pm Mon 4 th July 2016 – 10am Mon, 5 th Sept 2016 - 5:30pm
2	Children’s Services Safeguarding	Fri 15 th July 2016 – 10am Thurs 11 th Aug 2016 – 2pm Thurs 29 th Sept 2016 – 5.30pm
3	Corporate Parenting	Thurs 18 th Aug 2016 – 2pm Thurs 22 nd Sept 2016 – 10am Thurs 13 th Oct 2016 – 5.30pm
4	Information Governance including Data Protection	Fri 1st July 2016 – 10am Tues 26 th July 2016 – 5pm Mon 12 th Sept 2016 – 2:30pm
5.	Health & Safety for Elected Members	Mon, 4 th July 2016 – 5:30pm Mon, 5 th Sept 2016 – 10am Mon 3 rd Oct 2016 – 3pm
6.	Adult Safeguarding	Wed 29 th June 2016 – 9am Tues 13 th Sept 2016 – 5.30pm
MANDATORY FOR COMMITTEE MEMBERS This is compulsory for all relevant Committee Members in a 3 year period		
7	Planning Induction	Fri 20 th May 2016 – 9am
8	Licensing Induction	Tues 24 th May 2016 – 2pm
9	Audit Induction	Wed 25 th May 2016 – 9am
MANDATORY FOR IDENTIFIED GROUPS (others may attend subject to availability)		
10	Effective Charing – Compulsory for Chairs and Vice Chairs of Committees	Mon 16th May 2016 - 3:00pm Mon 23rd May 2016 - 10:30am Tues 24th May 2016 - 5:30pm
11	Performance Management – Compulsory for Cabinet & Scrutiny Members	Wed 15 th June 2016 - 10am Thurs 8 th Sept 2016 – 5.30pm Wed 12 th Oct 2016 – 3pm
12	Local Government Finance - Compulsory for Cabinet Members	Wed 29 th June 2016 – 2pm Mon 19 th September 2016 at 5.30pm
13	Scrutiny and Challenge – Compulsory for Overview and Scrutiny Members	Thurs 9th June 2016 - 5.30pm Thurs 14th July 2016 - 2:00pm Wed 7th Sept 2016 – 10:00am
14	Partnership Governance Training	Thurs 30 th June 2016 at 10am Tues 20 th September 2016 at 5.30pm Wed 19 th October 2016 at 1.30pm
15	Induction Training for new Councillors (Edenthorpe and Kirk Sandall ward)	Monday 9 th – Wednesday 11 th May

SKILLS TRAINING – Optional/available to all Members		
16	Questioning Skills (advanced/masterclass)	TBC
17	Communication skills – public speaking and presentation	TBC
18	ICT and Digital Skills – (drop in sessions to support Members in use of ICT and any relevant updates)	TBC
19	Councillor as Leader - identifying the changing role of a Councillor and the core competencies required.	TBC
BRIEFING SESSIONS – All Members invited to attend. Details of seminars and briefings will be provided as and when arranged.		
20	Understanding the Call-in procedure	June/July
21	Adult Social Care Transformation Programme	Mon 27 th June 2016 at 9am Wed 14 th Sept 2016 at 3pm
22	Asset Transformation Programme	3 rd October 2016 at 5.30pm 17 th October 2016 at 10am
23	Impact of public health programmes	TBC
24	Education change for the future in Doncaster	November 2016
25	Devolution update	End of 2016
26	Major Projects Update	TBC
27	Highways	TBC

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13th May 2016

To the Chair and Members of the Council

Amendment To Overview and Scrutiny Procedure Rule 9 - Call In Process

EXECUTIVE SUMMARY

1. Council is asked to approve a revision to the Overview and Scrutiny Procedure Rule 9 to include:
 - i. A proposed change to the number of Members required to trigger the Call in of a decision to reflect the reduction in the number of Councillors from 63 to 55; and
 - ii. That the Monitoring Officer will rule on the validity of a request for Calling in a decision to ensure clarity over the reasons and compliance with the agreed process.

RECOMMENDATIONS

2. That Council:
 - i. Agree the following Constitutional amendment to Overview and Scrutiny Procedure Rule 9 (d):

At any time during the call-in period any 4 Members of the Council (provided that not all the Members are from the same Political Group), or any 5 Members of the Council from the same Political Group, may trigger a call in by satisfactorily completing and signing a form approved by the Council for this purpose and delivered to the Monitoring Officer within the required timescales. The Monitoring Officer will rule on the validity of the Call In.
 - ii. Note the revised Call In Protocol attached at Appendix B
 - iii. Approve the revised Call In form detailed at Appendix A of the Call In Protocol.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Elected Members are able to act on the concerns of the citizens and communities they represent through Call In to enable them to hold decision makers to account. The proposed revision to the Call In procedure will ensure that the process remains robust and the trigger remains proportionate to the number of Councillors currently elected.

BACKGROUND

4. The decision making process incorporates a number of opportunities for Members to raise concern, seek information or clarification in respect of future decisions as:
 - All Key decisions are published on the Council's Forward Plan 28 days in advance unless there are specific grounds for urgency.
 - Reports which provide the detail behind each proposed decision are publicly available (unless part of the report is confidential or exempt or the decision is taken under special urgency grounds) 5 working days before the meeting.
5. Prior to the decision being taken any issues may be raised with officers, the decision maker or Overview and Scrutiny. If concerns are raised once the decision has been taken, Call In enables elected Members not on the Executive, to put the implementation of the decision on hold whilst a meeting of OSMC is triggered to review and where appropriate make recommendations to the Executive to reconsider the decision. Call In is therefore a key mechanism for holding decision makers to account but should not be used purely as a means of slowing down Executive decision making.

Revised Call In Protocol and Form

6. At its meeting on 11th February 2015 OSMC agreed a number of changes to improve and clarify the Call In process. In the main these revisions sought to clarify and strengthen the processes already in place. A brief summary of these changes is attached at Appendix A for Members' information. The updated Call In Protocol and form is attached at Appendix B, the recommendations proposed within this report have been incorporated into the Protocol and are shown as **highlighted text**.
7. In addition to amending the Protocol OSMC recommended that Council make the necessary changes to Overview and Scrutiny Procedure Rule 9 to reduce the number of Members required to trigger a Call In and for the Monitoring Officer (MO) to rule on the validity of the Call In before a meeting of OSMC is convened. These proposed changes require Council approval as they are Constitutional changes. Council is also asked to agree the Call In form attached as Appendix A to the Protocol as this form must be submitted to Governance Services within the required timescale in order to trigger a Call In.

Amending the Call In Trigger

8. Following the reduction in the number of Councillors from 63 to 55 from May 2015 it is proposed that the trigger for Call In be amended to *any 5 Members or any 4 Members provided they are not all from the same political Group*. This amendment reduces the current threshold of any 5 Members of the Council (provided that not all the Members are from the same Political Group),

or any 7 Members of the Council from the same Political Group).

Validating A Call In

9. Guidance on the use of Call In is contained in the Modular Constitutions for English Local Authorities (issued by the former Department for Environment Transport and the Regions). It encourages each local authority to make Call In arrangements that are best suited to local circumstance. To ensure there is robustness in the process OSMC recommended that the Call In form with the required signatures should be correctly completed and submitted and the Monitoring Officer would confirm the validity of the Call In. If the Monitoring Officer rejected a Call In the Chair of OSMC and Members wishing to trigger the Call In would be informed and notified of the grounds upon which the Call In was rejected. If a Call In is rejected Members may be able to make appropriate amendments, depending on the reasons for rejection (e.g. lack of clarity) and resubmit the form providing this can be undertaken before the end of the Call In period.
10. Throughout the Call In period the Monitoring Officer and Governance and Member Services Manager and his/her team are available to provide advice and guidance to Members to help support and advise on the completion of the call in form and the Call In process. It is anticipated that the instances in which a form would be rejected could include: late submission, did not have the required number of signatures or the reasons stated for Call In were frivolous, vexatious or irrelevant.

OPTIONS CONSIDERED

Call In Trigger

11. Amend the Call In Trigger to reflect the reduction in the number of elected Members from May 2015.
12. Do not amend the Call In trigger – this does not reflect the reduction in the number of elected Members.

Validating the Call In

13. Detailed below are the options considered for validating a Call In. Where appropriate an example of an Authority using this process is indicated.
 - Option 1: Continue with the current process and do not have an explicit validation process – this does not give clarity and leaves the Call In process open to frivolous or vexatious Call Ins that impact negatively on the robustness of the Council's decision making process.
 - Option 2: Allow the Chair of OSMC to rule on the validity of a call In (Barnsley) – concerns could be raised that the Chair is acting politically when determining the validity of any proposed call Ins.
 - Option 3: Allow the committee to determine whether the Call In is valid

(Kirklees) - To convene a meeting of the Committee to determine the validity of the Call In adds an additional step to the process and may further delay decision making.

- Option 4: The Monitoring Officer (Merton Council) (or relevant Director of Legal & Democratic Service – Nottingham City Council) determines the validity of the Call In.

REASONS FOR RECOMMENDED OPTION

Call in trigger

14. A reduction in the call in trigger recognises the reduction in Members and provides two options for Members to Call In the decision i.e. 5 Members from the same group or 4 Members provided they are not all from the same political group.

Validating a Call In

15. Option 4 - The Monitoring Officer (MO) is well placed to consider the validity of the Call In as one of his/her key roles is to monitor the decision-making processes within the authority and review any proposal, decision or omission by the authority to ensure that the authority is not guilty of maladministration, and does not breach any statute, any statutory code of practice or any “rule of law”. Ensuring there is an opportunity for Members to re-examine an Executive decision where there are clear and specific concerns sits well with the role of the MO. If the Monitoring Officer considers the reasons for call in are vexatious, frivolous, unclear or the agreed process has not been followed he/she could deem the Call In invalid.

IMPACT ON THE COUNCIL’S KEY OUTCOMES

16.

	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</i> 	

	down the cost of living	
	<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> 	
	Council services are modern and value for money.	
	Working with our partners we will provide strong leadership and governance.	The Overview and Scrutiny function has the potential to impact upon all of the council's key objectives by holding decision makers to account, reviewing performance and developing policy. In turn this will help strengthen the Council's governance arrangements by providing greater clarity and understanding of important issues.

RISKS & ASSUMPTIONS

17. To maximise the effectiveness of the Overview and Scrutiny function it is important that protocols and procedures are fit for purpose, clear and robust. Failure to achieve this can reduce the overall impact of Overview and Scrutiny thereby weakening the decision making process and the Council's governance arrangements.

LEGAL IMPLICATIONS

18. Local Government Act 2000 as amended by the Localism Act 2011 provides for Overview and Scrutiny where an authority operates Executive arrangements. Part 1A, Chapter 1 9F(4) provides for Call In arrangements. Overview and Scrutiny Procedure rules state that "Overview and Scrutiny Management Committee will establish and agree an Overview and Scrutiny protocol to assist in the operation of its functions".
19. Overview and Scrutiny Procedure Rule 9 details the Call In process and any change to the Call In trigger will require a Constitutional change agreed by Council. Changes to the protocol have been approved by OSMC. The proposed changes to the Call In trigger and validation process will be incorporated in to the revised protocol and form once they are approved by

Council.

20. This report seeks to incorporate these changes in to the Constitution to ensure the function remains fit for purpose.

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCES IMPLICATIONS

22. There are no specific human resources issues associated with this report.

TECHNOLOGY IMPLICATIONS

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

EQUALITIES

24. There are no specific equality issues associated with this report. Equality issues are considered by Overview and Scrutiny when it considers individual work plan issues. Any Members who are unable to complete the Call In process or form e.g. through disability will receive assistance from officers within Governance Services.

CONSULTATION

25. Consultation on the proposed revisions has been undertaken with:

Chairs and Vice Chairs of Overview and Scrutiny
Mayor Ros Jones and Group Leaders
Overview and Scrutiny Management Committee

BACKGROUND PAPERS

26. - Overview And Scrutiny Call-In Protocol (2011)
- Centre For Public Scrutiny Practice Guide 4 – Key Decisions And Powers Of Call In
- Doncaster Council Constitution.
- Report To OSMC 11th February 2016 “Review And Refresh Of The Call In Process

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REVIEW & REFRESH OF CALL IN PROCESS

PROPOSED CHANGE TO O&S PROCEDURE RULES (COUNCIL APPROVAL REQUIRED)		
Proposed Revision	Comment	Outcome/Benefit
1. O&S Procedure Rule 9(d). Revise the Call In Trigger to: Any 5 Members OR any 4 Members provided they are not all from the same political group.	This is a proposed change to current arrangements. Current trigger is any 7 Members or 5 Members provided they are not from the same political group.	Ensure non Exec Members are able to exercise their democratic right to Call In. Lowering of the threshold reflects the reduction of Members (from 63 to 55) eligible to trigger Call In following the Boundary Commission Review.
2. O&S Procedure Rule 9(d) The Monitoring Officer will rule on the validity of the Call In.	This provides clarity on current arrangements. The Constitution states that to trigger Call In the correct form must be “satisfactorily completed and delivered to the proper officer”. Where the form has not been completed in accordance with the Call In protocol or the reasons for Call In are unclear, vexatious or frivolous the Monitoring Officer may reject the Call In.	Officers would not wish to interfere with Members exercising their democratic right to Call In a decision. However, if allowing the Call In to go ahead does not demonstrate good governance e.g. non - compliance with the process, uncertainty over reasons for call in etc - it may be rejected. The Call In period allows 7 working days for Members to seek advice and guidance to ensure the form can be completed correctly and meet the requirements – there is no proposal to reduce this timescale
CHANGES TO CALL IN PROTOCOL AGREED BY OSMC		
3. Section 7. Each decision called in should be supported by a separate Call In form.	This clarifies current guidance. Previously 2 decisions have been included on one Call In form.	Provides clarity and avoids confusion during debate. Each issue is considered on its own merits and considered separately.
4. Section 9 Members must clearly state the reasons why and how they believe the decision is inconsistent with the principles of decision making detailed in the Constitution.	This strengthens current guidance and supports OSMC’s recommendation of 23 rd January 2015 that Members must demonstrate “clear and explicit reasons for triggering Call In”.	This will ensure greater clarity at the Call In meeting. Ensures focus on improvements to the decision making process, service delivery and outcomes for the public.
5. Section 12. Call Ins will be considered at an extraordinary meeting of OSMC (rather than being included as an agenda item at an ordinary meeting).	This is a proposed change to current arrangements. If an ordinary meeting is scheduled the Call In meeting could begin immediately before or after a scheduled meeting.	Raises the profile of the meeting. Enables the Chair to manage the meeting more effectively and give sufficient time to consider all items of business.

Proposed Revision	Comment	Outcome/Benefit
<p>6. Section 13 Any requests to allow individual's with specific knowledge to speak should be made to the Chair 3 days prior to the meeting.</p>	<p>This is additional guidance to assist the Chair in effectively managing the meeting. The term "expert witnesses" has been changed to "individuals with specific knowledge" as this better reflects these attendees.</p>	<p>Supports better management of the meeting. Avoids any confusion amongst those in attendance, and ensuring there is an opportunity for OSMC to consider a wide range of views.</p>
<p>7. FAQs 2 Chair or Members of OSMC may not trigger the Call In and participate as a member of the Committee.</p>	<p>This amends current guidance. This ensures there is a clear demarcation between a Member triggering a Call In and their role on the Committee.</p>	<p>This would ensure greater transparency and accountability within the process. The Committee can conclude its business based on the evidence received.</p>
<p>8. Call In Form Section 2 Calling In a decision previously considered by OSMC.</p>	<p>This re-emphasises current guidance. Members wishing to Call In a decision previously considered by OSMC should identify why it should be reconsidered e.g. new evidence available, issues not taken into account at initial meeting or the proposals have changed.</p>	<p>This would avoid duplication of Member/Officer time. Helps avoid undermining the value of Scrutiny. Enables the meeting to focus on the specific areas of concern.</p>
<p>9. Call In Form Sections 3,4 and 5 Providing the date of any contact with the Cabinet Member, Officer and Chair of OSMC prior to Calling in the decision.</p>	<p>This is a proposed change to the Call In form. This provides a record of when concerns or issues have been raised. It should be noted that there may be occasions where it has not been possible to raise these concerns e.g. Cabinet Member on holiday or ill etc.</p>	<p>By providing the date of any communication or correspondence Members are clear that concerns have been raised and the relevant Cabinet Member(s), Scrutiny Chair and officer(s) have been contacted.</p>

OVERVIEW AND SCRUTINY

CALL-IN

PROTOCOL

REVISED MARCH 2016

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OVERVIEW AND SCRUTINY CALL IN PROTOCOL

1. Introduction

One of the key roles of Overview and Scrutiny is to hold decision makers to account. This seeks to promote accountability and transparency and give an influential and important role to non-Executive Members. One of the ways in which this holding to account role can be undertaken is through the Call In process. This protocol gives guidance to Members and officers on how the Call In process is undertaken.

2. What is a Called In Decision?

Where Overview and Scrutiny Members believe there have been defects within the decision making process or there are specific negative impacts likely to arise from the decision they may “Call-In” a decision within a specified timescale (the Call-In period). During this time implementation of the decision is suspended whilst it is re-examined by the Overview and Scrutiny Management Committee (OSMC). Overview and Scrutiny Members cannot change the decision but they can request the Executive (or in certain cases where the decision is wholly or partly outside the Budget and Policy framework) full Council review and reconsider the decision in light of any recommendations.

3. Which decisions can be Called In?

Decisions taken by *the Executive*, these are:-

- A decision taken collectively by the Mayor and Cabinet.
- A decision taken by the Mayor or an individual Cabinet Member.
- A key decision taken by an officer under delegated powers.

4. Which decisions cannot be Called In?

- Non - Executive decisions e.g. those taken by Council or a Council Committee or are considered regulatory or quasi-judicial e.g. Planning Committee, Licensing, Elections and Democratic Structures, Audit Committee, Health and Well Being Board.
- A non-key decision taken by an officer – an operational decision.
- A decision that has been deemed urgent under Rule 16 of the Constitution and grounds for urgency has been supported by the relevant Overview and Scrutiny Chair.
- A decision that has previously been called in e.g. reconsidered following OSMC’s recommendations.
- A decision that relates to the formulation of a policy or budget matter which requires full Council approval

5. When can decisions be Called In?

There is a specific time when decisions can be called in. This is *the call in period*. A decision taken by the Executive (Mayor and/or Cabinet or a key

decision taken by an officer) will be circulated to Members generally within 2 working days.

Following the circulation of the decision there will be a period of 7 working days within which the call in of the decision can be triggered.

A meeting of OSMC will need to be convened within 10 working days of the end of the call in period to consider the called in decision.

6. What do I need to consider before triggering a Call In?

Call-In is ultimately about improving decision making, it should not be used as a means of obstructing or slowing down the decision making process.

The Constitution states:

Call-In is an exceptional step to be used when Members consider it to be a proportionate step, which will be of benefit to the delivery of services under the Budget and Policy Framework or will improve the decision-making process.

Having taken account of all the available information Members will need to consider whether delaying and reviewing the decision through Call-In is appropriate and reasonable. Call-In should not be used routinely or as a means of gaining information or discussing general concerns.

Those Members triggering the Call In will need to demonstrate that they are exercising the use of Call In appropriately by following each step detailed within the form attached at Appendix A.

7. How is the Call In process triggered?

- a. The completion of the necessary form (see Appendix A) signed by either
 - i) Any 5 Members **or**
 - ii) Any 4 members of the Council (provided they are not all from the same political group)

and submitted within the correct timescale to the Governance Manager or his/her Deputy.

- b. Those Members signing the form are confirming that they support the action to call in the decision and support the reasons for call in.
- c. If more than one decision is being called in at any time a separate Call In form is required for each decision.
- d. Where a Member believes they may wish to consider Calling In a decision they are advised to speak to the Governance and Member Services Manager or officers in the Governance Services Team at the earliest opportunity for further advice and guidance.

8. What action needs to be undertaken before submitting the Call In form?

Before submitting the relevant form and triggering the calling in of a decision Members will need to:

- i. Discuss their concerns with the relevant officer(s) and Cabinet Member to ensure they are aware of all the relevant information and have an opportunity to discuss their concerns informally.
- ii. Contact the Chair of the relevant Overview and Scrutiny Panel/OSMC to discuss their concerns as this issue may have already been considered by an Overview and Scrutiny Panel/OSMC.
- iii. Seek advice from the Governance Manager or officers in the Governance Team – who may be able to provide further guidance on the process.

9. What are legitimate grounds for calling in a decision?

Call in is ultimately about improving decision making. The decision to trigger a call in meeting should focus around the decision making process and outcomes rather than personal or political reasons. When triggering a Call In Members will need to clearly identify why they believe:

- the decision is contrary to the principles of good decision making
- there are defects in the decision-making process and/or
- there are significant adverse effects likely to arise from the decision being implemented.

Article 13 of the Constitution identifies some clear principles for Decision Making by full Council and these principles can be applied to decision making generally. Where Members believe that a decision made is contrary to these principles this may give rise to a challenge through the Call In process. To ensure the process is robust Members must clearly state the reasons **why** and **how** they believe the decision is inconsistent with these principles as this then forms the basis of the debate and discussion at OSMC.

10. What if the decision is outside the Budget and Policy Framework?

The Policy Framework is made up of those plans and strategies, including the budget identified under Article 4 of the Constitution.

If the Committee is of the opinion that the decision is or if made would be contrary to the policy framework, or contrary or not wholly in accordance with the budget, the Committee shall seek advice from the Monitoring Officer and/or Chief Finance Officer. If the decision has been taken but not yet implemented and the Monitoring Officer/Chief Finance Officer concludes there is or may be a departure, the Committee may refer the decision to a full Council meeting. No further action is to be taken on the decision until the Full Council has met and considered the matter.

11. Where and when do I need to submit the Call In form?

The Call In form should be correctly completed and submitted to the Governance Manager or a Member of the Governance Services Team before the end of the Call In period. **A form that is submitted after the deadline will not trigger a call in meeting.**

12 What happens after the Call In form has been submitted?

Early liaison with the Governance & Members Services Manager by Members wishing to Call In the decision will provide an opportunity for any procedural issues to be addressed ahead of the Call In deadline. On receipt of a correctly completed form the Governance and Member Services Manager will liaise with the Monitoring Officer and notify the Mayor and Cabinet, Chief Executive and Directors, the Chair/Vice Chair and Members of OSMC, and those Members triggering the Call In.

To avoid any doubt over the validity of the Call In The Monitoring Officer will rule on the validity of the Call In taking account of the extent to which those Members Calling In the decision have followed the process outlined in the Constitution and in this Protocol.

Upon completion of a valid Call In form the Monitoring Officer will arrange to notify the Mayor and Cabinet, Chief Executive and Directors, the Chair/Vice Chair and Members of OSMC, and those Members triggering the Call In.

Arrangements will be made to convene an extraordinary meeting of OSMC as soon as reasonably practical but within 10 working days of the end of the call in period.

Relevant Directors and Assistant Directors will need to consider how best to brief the Executive Member(s) and how to present any relevant information to the Committee to help inform the meeting.

Those Members triggering the Call In will also need to consider how they will present their reasons for Call In to OSMC.

13. How is the OSMC Call In meeting conducted?

An Extraordinary meeting of OSMC is convened to consider the called in decision. The decision taker relevant officers and those Members triggering the call in meeting are invited to attend. The meeting is a formal meeting of the Committee conducted in public and Appendix B details the format of the meeting. Any requests by those calling in the decision to allow individuals with specific knowledge or others to attend should be made to the Chair at least 3 working days in advance of the meeting.

The meeting will have regard to the usual principles for operation of Scrutiny Committees in that the proceedings shall be undertaken in a way that is inclusive, transparent, non-partisan, democratic and deliberative. The meeting

will seek to achieve a balanced view of the issues and may provide an opportunity for individual's with specific knowledge to attend. In managing the meeting the Chair will allocate time for the various attendees to speak. Those wishing to speak are asked to contribute constructively and avoid repetition or personal or political statements. The focus of the meeting will be to consider the reasons identified for calling in the decision therefore those Members Calling in the decision may wish to identify a spokesperson to speak on behalf of the group and further clarify these reasons.

14. What are the possible outcomes from the Call In meeting?

There are four possible outcomes that may arise from the Call In meeting

- i. Defer the decision back to the Executive for reconsideration.
(The Committee need to clearly state the reasons for doing this.)
- ii. Request that the decision be deferred until the OSMC or the Panel has considered the relevant issues and made recommendations to the Executive.
(The Committee need to clearly identify the relevant issues that need to be given further consideration and whether there are any specific time constraints or other implications affecting the proposed implementation of the decision.)
- iii. Take no action in relation to the Called-In decision but consider whether issues arising from the Call-In need to be added to the Work Programme of any existing or new Overview and Scrutiny Standing Panel/OSMC.
(The Committee need to clearly identify the issues to be added to the Work Programme.)
- iv. If, but only if (having taking the advice of the Monitoring Officer and/or the Chief Finance Officer), the Committee determines that the decision is wholly or partly outside the Budget and Policy Framework refer the matter, with any recommendations, to the Council after following the procedure in Rule 8 of the Budget and Policy Framework Procedure Rules. Only in this case is there a continuing bar on implementing the decision.

15. What happens after the Call In meeting?

The outcome of the meeting will be notified to the Executive as soon as possible after the meeting but within 2 working days.

If any recommendations are agreed by OSMC these will be considered by the Executive, should it decline to follow any of OSMC's recommendations it shall clearly state the reasons why. The Executive will normally consider the outcome of the Call in at a formal Cabinet meeting however, there may be occasions (e.g. due to urgency etc.) where the Executive may formally write to the Chair of OSMC informing of its decision.

Once the Executive has agreed its response to OSMC the decision cannot be subject to further call in. The decision can be implemented following consideration of the issue at a Cabinet meeting or following receipt of a written correspondence from the Executive to the Chair of OSMC.

Where OSMC's decision is to recommend no further action be taken in respect of the called in decision the decision can be implemented immediately.

16. How is the outcome of the Called in Decision reviewed?

OSMC will review and reflect on any called in decisions at its next ordinary meeting. This provides an opportunity to ensure Members are clear of the outcome and to identify whether the Call In process has been used effectively and that the process and procedures remain robust

17. Conclusion

Call-In provides the opportunity for Overview and Scrutiny Members to hold decision makers to account. This protocol seeks to advise Overview and Scrutiny Members, OSMC, the Executive and officers on the arrangements for considering and determining a called in decision.

Contact Details

If you require any further information or advice in respect of the Call-In process please do not hesitate to contact the Governance & Member Services Manager Tel. 734354.

FREQUENTLY ASKED QUESTIONS

1. Will the OSMC meeting be held in public?

Wherever possible an OSMC meeting will be held in public however, should the Committee need to consider exempt or confidential information all or part of the meeting may need to be held in private. Wherever possible the onus will be on holding the meeting in public to ensure openness and transparency.

2. Can the Chair or a Member of OSMC sign the Call In form and participate in the meeting?

Members of the Committee should attend the meeting with an open mind and formulate their opinions and views on the evidence and information they receive at the meeting. In view of this it would not be appropriate for a Member of the Committee to sign the Call In form and participate in the meeting as an OSMC Member.

Any OSMC Member who wishes to trigger a Call In may do so but would have to participate as a Member of the Call In group at the meeting and not as a Member of the Committee.

3. Can an Invitee or a Co-Opted Member sign the Call In form?

No. Only Councillors may trigger the call in of a decision. Invitees or Co-optees may however, discuss their concerns with Councillors who may then wish to trigger a Call In. Invitees or Co-opted Members may request to speak at the meeting if the issue is ultimately called in.

4. Can a decision be called in that has previously been considered by the OSMC or an Overview and Scrutiny Panel?

Yes. Each decision will be considered on an individual basis however, if a decision has previously been considered by the OSMC or one of the Standing Overview and Scrutiny Panels prior to its implementation and this has resulted in recommendations being made to the Executive, Members triggering the Call-In need to identify:

- Why having already been considered by Overview and Scrutiny, this issue needs to be reconsidered?
- Are there any issues that were not taken account of during Overview and Scrutiny's initial consideration?
- Are there any significant changes or revisions that have taken place since Overview and Scrutiny's initial consideration?

If a call in is used to reiterate issues previously discussed at a scrutiny meeting this seeks to duplicate rather than add value to the Scrutiny process and would not be appropriate.

OVERVIEW AND SCRUTINY CALL- IN FORM

To be completed by 4 Members, not all from the same political group or any 5 non-executive members of the Council. Members are requested to refer to the Overview and Scrutiny Call-In Protocol to assist with the completion of this form.

1. DECISION

Title:

Date Taken

Implementation Date:

Decision Maker:

Implementer:

Relevant O&S Body:

REASONS FOR CALL-IN

An effective decision should be made in accordance with the following principles:

1. Has been taken in accordance with the Mayor’s Scheme of Delegation.
2. Is consistent with the Council’s Constitution.
3. Is consistent with the budget and policy framework.
4. Is consistent with the codes of conduct for Members and Employees.
5. Includes objectives and outcomes which are clear and defined.
6. Seeks to further the achievement of the Council’s Strategic objectives (e.g. Borough strategy and Corporate Plan).
7. Seeks to promote equality and the elimination of unlawful discriminations.
8. Seeks to promote the economic, social and environmental well-being of the Borough.
9. Seeks to promote the reduction of crime and disorder.
10. Is rational, based on sound judgement, all relevant issues taken into account and all irrelevant issues disregarded. This includes consideration of any alternative options and any significant risks and assumptions.
11. Encourages openness and accountability through consultation and participation.
12. Takes account of and ensures ethical and financial probity and the good management of financial, human and physical resources.
13. Seeks to pursue lawful, proportionate and reasonable decision making taking into account all relevant factors and having regard to the European convention on human Rights.

3. HAVE YOU CONTACTED THE RELEVANT OFFICER(S) REGARDING YOUR CONCERNS OVER THIS DECISION?

Yes ____ Date _____

No ____

If no please explain why.

4. HAVE YOU CONTACTED THE RELEVANT EXECUTIVE MEMBER(S) REGARDING YOUR CONCERNS OVER THIS DECISION?

Yes ____ Date _____

No ____

If no please explain why.

5. HAVE YOU CONTACTED THE CHAIR OR VICE CHAIR OF OSMC/THE RELEVANT OVERVIEW AND SCRUTINY COMMITTEE IN RESPECT OF YOUR CONCERNS?

Yes ____ Date _____

Who: _____

No ____

If no please explain why.

6. SUGGESTING AN OUTCOME What action do you believe should be taken in respect of the called-in decision? (see section 14 of the Call In Protocol).

1. Defer the decision back to the Executive for reconsideration.
2. Request that the decision be deferred until the OSMC or the Panel has considered the relevant issues and made recommendations to the Executive.
3. Take no action in relation to the Called-In decision but consider whether issues arising from the Call-In need to be added to the Work Programme of any existing or new Overview and Scrutiny Standing Panel/OSMC.
4. If, but only if (having taking the advice of the Monitoring Officer and/or the Chief Finance Officer), the Committee determines that the decision is wholly or partly outside the Budget and Policy Framework refer the matter, with any recommendations, to the Council after following the procedure in Rule 8 of the Budget and Policy Framework Procedure Rules. Only in this case is there a continuing bar on implementing the decision.

7. CALL-IN SUPPORTED BY THE FOLLOWING (this should be signed by 4 Members not all from the same political group or any 5 Members – letters/emails of support may be attached to this form.

Name	Political Group	Signature

Signature of Councillor submitting the form

.....

Date:

For Office Use only:

Call In Approved/Not Approved* (Delete as necessary)

Signed

(Monitoring Officer)

Date

(*Please state reason if not approved)

APPENDIX B

FORMAT OF AN OSMC CALL IN MEETING

A meeting of OSMC to consider a Called in decision will usually be conducted as follows:

1. The Chair will outline the format of the meeting.
2. If required, an officer will give the background to the called in decision.
3. Those Members triggering the Call-In will be given an opportunity to present their reasons for Call-In which are stated on the form (a maximum of 10 minutes), or on behalf of the Call-In Group a representative may present the reasons for Call-In.
4. The Executive Member(s) and/or officers will be given an opportunity to respond (10 minutes).
5. If appropriate the Chair may allow any individual(s) with specialist knowledge (e.g. partners or stakeholders) an opportunity to speak (10 minutes).
6. OSMC Members will be given the opportunity to question the Executive Members, individuals with specialist knowledge and Members who triggered the Call-In and both parties will be given the opportunity to respond. This will be the main focus of the meeting.
7. Following OSMC's questioning other Members in attendance **may** be given an opportunity to speak on this matter e.g. up to a maximum of 20 minutes in total.
9. OSMC Members will be given further opportunity to speak after hearing these additional views and the Chair may request a response from the relevant attendees where appropriate.
10. OSMC will ask the Call-In Members or if appropriate representatives from the Call-In Group to provide a brief closure statement.
11. The Executive Member(s) and officers will also be given an opportunity to provide a final response.
12. Having heard all contributions OSMC will consider which recommendation it wishes to propose having taken account of all relevant factors.

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