

To all Members of the

COUNCIL

AGENDA

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

VENUE: Civic Office Floor 2, Civic Office, Waterdale, Doncaster,
DN1 3BU

DATE: Friday, 22nd May, 2015

TIME: 10.30 am



Jo Miller
Chief Executive

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.

Issued on: Thursday, 14 May 2015

Senior Governance Officer
for this meeting:

David Taylor
01302 736712

8. Minutes of the Council Meeting held on 3rd March, 2015
9. To receive any announcements from the Chair of Council, the Elected Mayor or the Head of Paid Service.

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

10. Results of the Parliamentary General, Borough Council and Parish Council Elections held on 7th May, 2015.
11. Notification by the Elected Mayor of the composition of the Executive and the Elected Mayor's Scheme of Delegations.
12. Changes to (Standing Orders) (England) (Amendment) Regulations 2015.
13. Council appointed Committees and Sub-Committees Terms of Reference for 2015/16.
14. Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees.
(Notice – Approval of alternative arrangements for appointments to some Committees and Sub-Committees on a non-proportionate basis, is to be considered).
15. Appointment of Chairs and Vice-Chairs of Committees and Sub-Committees.
16. Diary of Meetings 2015-16
17. Council appointments to Outside Bodies - 2015/16.
18. Audio & Visual Recording of Council Meetings.

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL MEETING

3RD MARCH, 2015

A MEETING OF THE COUNCIL was held at the CIVIC OFFICE, WATERDALE, DONCASTER, on TUESDAY, 3RD MARCH, 2015, at 2.00 p.m.

PRESENT:

Chair - Councillor Pat Haith
Vice-Chair - Councillor Paul Wray
Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillors Iris Beech, Paul Bissett, Joe Blackham, Susan Bolton, Elsie Butler, Paul Coddington, Phil Cole, John Cooke, Richard Cooper-Holmes, Tony Corden, Linda Curran, Monty Cuthbert, Nuala Fennelly, Bob Ford, Fred Gee, James Hart, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Deborah Hutchinson, Frank Jackson, Mick Jameson, Bob Johnson, Alan Jones, R. Allan Jones, Ken Keegan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Tracey Leyland-Jepson, Chris McGuinness, Sue McGuinness, John McHale, Hilary McNamee, Christine Mills, Bill Mordue, John Mounsey, Jane Nightingale, Susan Phillips, Andy Pickering, Cynthia Ransome, Tony Revill, Kevin Rodgers, Craig Sahman, Patricia Schofield, Dave Shaw, John Sheppard, Alan Smith, Austen White, Sue Wilkinson, Martin Williams, Jonathan Wood and Yvonne Woodcock.

APOLOGIES

Apologies for absence were received from Councillors Andrew Bosmans, Neil Gethin, Barbara Hedley and Barbara Hoyle.

81. DECLARATIONS OF INTEREST

Councillors Joe Blackham, Paul Wray and R. Allan Jones declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No. 9, 'Housing Revenue Account Budget 2015/16', by virtue of being members of the St. Leger Homes Board.

Councillor Jane Kidd declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No. 7, 'Revenue Budget 2015/16', by virtue of working for a voluntary organisation; South Yorkshire Centre for Inclusive Living.

Councillor Kevin Rodgers declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No. 7, 'Revenue Budget 2015/16', (Appendix E, Grants to third sector organisations), by virtue of being a trustee for Doncaster Citizens Advice Bureau.

Councillor Dave Shaw declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No.7, 'Revenue Budget 2015/16' (Appendix E, Grants to third sector organisations), by virtue of being the Chair of the Doncaster Citizens Advice Bureau.

Councillor Mark Houlbrook declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No.7, 'Revenue Budget 2015/16' (Appendix E, Grants to third sector organisations), by virtue of being a Member of the Doncaster Citizens Advice Bureau.

Councillors Sue Phillips and Tracey Leyland-Jepson declared a Non-Disclosable Pecuniary Interest in relation to Agenda Item No. 7, 'Revenue Budget 2015/16', by virtue of being members of Mexborough Citizens Advice Bureau.

82. MINUTES OF THE COUNCIL MEETING HELD ON 15TH JANUARY, 2015

RESOLVED that the Minutes of the Council meeting held on 15th January, 2015, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair, subject to the following amendment to Minute No.79, 'H. Questions to Councillor Christine Mills, Cabinet Member for Housing, Environment and Waste', Councillor Joe Blackham's response to Councillor Fred Gee's question as follows:-

"You, as a Councillor, early in the process, were told about the introduction of the Selective Licensing Scheme. If you go on Google, there is no record of this South Yorkshire Landlords group you claim to be the Chair of. Therefore, how do we know that this organisation exists. You have got a Call-in meeting on 23rd January and we will respond at that time. I am 110% committed to the Selective Licensing Scheme which is a 'win' 'win' situation for landlords and for residents. It doesn't mean there will be a cost to the tenant. It's whether landlords want to pass the cost on to those paying the rent; the tenant."

83. TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIR OF COUNCIL, THE MAYOR, MEMBERS OF THE CABINET OR THE HEAD OF THE PAID SERVICE

The Chair of Council, Councillor Pat Haith, made the following announcement:-

"I recently attended a Gala reunion dinner and dance for the crew of the HMS Andromeda Association, which was adopted by Doncaster Council in 1998. I was asked to pass on their thanks to the Council, for all their assistance in the tour of the Mansion House, which included memorabilia from HMS Andromeda, including the Ships Bell.

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

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

I would like to pass on my personal thanks to Councillors Bob Ford, Barbara Hedley, Barbara Hoyle, Deborah Hutchinson, Mick Jameson, Hilary McNamee, Christine Mills, Patricia Schofield, John Sheppard and Yvonne Woodcock.

I would particularly like to make reference to Councillors Mick Jameson and Yvonne Woodcock.

Councillor Mick Jameson is a member of the Balby Ward and was Vice-Chair of the Planning Committee from 1998/1999. Councillor Jameson was Chair of the Planning Committee up to 2008 and has been Vice-Chair of the Chief Officers Appeals Committee since 2013. Councillor Jameson was also Civic Mayor from 2003 to 2004. He was also the Chair of the South Yorkshire Transport Executive.

Councillor Yvonne Woodcock was the Chair of the Chief Officers' Appointments and Conditions of Service Committee from May, 2004 to May, 2006. She was Vice-Chair of this Committee in the 2007/2008 and the 2009/10 Municipal Years. Councillor Woodcock was Vice-Chair of the Development Control Committee in 2004/2005 and Vice-Chair of the Planning Committee from May, 2005 to May, 2009. She was also Civic Mayor in 1998/1999.

I would like to place on record my best wishes for the manner in which they have carried out their duties."

The Mayor of Doncaster, Ros Jones, made the following announcement:-

"I would like to thank all Councillors for their contribution to the Chamber over the years and to the residents of the Borough. I would personally like to thank Councillor Christine Mills for her sterling work and contribution as a Cabinet Member."

Elected Members in the Council Chamber also paid individual tributes to those Members from their respective Political Groups, who were retiring or would not be seeking re-election on 7th May, 2015.

There were no announcements from the Deputy Mayor or Cabinet Members.

84. QUESTIONS FROM THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 13

- (a) Question from Mr. R. Morling, to Councillor Joe Blackham, Cabinet Member for Community Safety and Neighbourhoods:-

“I refer to the Housing Act 2004 and the Provision of Services Regulations 2009, and the European Services Directive 206/123/EC Regulation 18(4), and ask why is the Council not keeping detailed accounts of the licensing schemes as required by law, and why costs are not being limited to the initial administration of the Licences as current costs are not reasonable and proportionate. I go as further to say that mis-leading information has been supplied. If the Council cannot be trusted on the HMO scheme, how can they be trusted on Selective Licensing?”

Councillor Joe Blackham gave the following reply:-

“Thank you for your question Mr. Morling.

I have raised this issue with Council Officers and sought reassurances about our scheme. They are satisfied that the Council is complying with the European Services Directive and that the fees we charge for the HMO licence scheme are reasonable and proportionate.

The fee which has been set is payable for a period of up to 5 years and the cost of the scheme is spread over this period.

The historical salary costs alone for the person employed to undertake the work exceed the income received from the scheme.

Our costs relate to the implementation of the licensing regime which includes verification visits, and not simply initial administration costs.

Licence fees are based on an average and it is not possible to have a licence fee unique to an individual property although we do take steps to distribute costs as fairly as possible for example, a larger property will attract a larger fee and as a consequence takes longer to administer and license.

A first application will attract a larger cost to reflect the initial administrative costs and a renewal fee is therefore £300 less than a first application. Our fees are therefore considered to be reasonable and proportionate and in accordance with Local Government Association guidance on these schemes.

I know Mr Morling and his UKIP colleagues have repeatedly raised the issue of Selective Licensing in Hexthorpe. UKIP may not agree with Selective Licensing in Hexthorpe. However, local residents who are affected by anti-social behaviour are in favour of the scheme, as are the Police, the Fire Service and the National Landlords Association.

We are working with landlords to introduce a co-regulated Selective Licensing Scheme, which will be a positive step forward for everyone in Hexthorpe.”

In accordance with Council Procedure Rule 13.10, Mr. R. Morling asked Councillor Blackham, the following supplementary question:-

“How can the Selective Licensing Scheme that is more demanding time wise and covering a larger geographical area, albeit very similar to the HMO and Selective License schemes, be done at a cost of £63.27 in 2008, whereas the alleged cost of the HMO Scheme in the same year, cost nearly four times that at £206.65; a direct comparison shows that there is a massive discrepancy in the two schemes?”

In response, Councillor Blackham stated that:-

“Mr. Morling, you received a full response to the question you have asked. We have met all the requirements. There is nothing to add. It’s gone through the Overview and Scrutiny process and the decision has been made. The decision has been open, transparent, equitable and accountable.”

(b) Question from Mr. D. Wright, to the Mayor of Doncaster, Ros Jones:-

“Webcasting Council Meetings/and other meetings at Doncaster Council.

Many Local Authorities now regularly webcast Council/and other meetings to involve and engage people in local democracy. Webcasting could potentially strengthen the Council's democratic accountability to the local public both directly and via the local media; improve public participation in the political process as well as ensuring greater equality of access to Council information.

Will Mayor Jones agree to commission a report providing information on the potential benefits/costs and the experiences of other Authorities who already provide webcasts of meetings. A free trial of webcasting a Council meeting may be possible?”

In response, the Mayor stated that:-

“Thank you for your question Mr Wright.

As the Mayor of Doncaster, I am committed to delivering an open, transparent and accountable system of governance within the Council. I am also keen that the people of Doncaster are able to engage in and observe the political process.

I therefore agree that this is an important issue and I believe that recording Council meetings and making them publicly available, would be a good way of strengthening local democracy.

Council Officers have already begun to investigate the options available to us. They have made enquiries with webcasting providers and colleagues in other Authorities to take account of their experiences and expertise.

We will look at identifying cost effective solutions to bring this about and a report will be submitted to the next scheduled Council meeting on 22nd May, 2015.

Thank you again for your question.”

In accordance with Council Procedure Rule 13.10, Mr. Wright asked the Mayor of Doncaster, the following supplementary question:-

“Thank you for your reply. Given that the cost may be high, would you consider at least Webcasting meetings of the Council, Planning Committee and Overview and Scrutiny meetings?”

In response, the Mayor stated that:-

“We will wait to see what costs will come forward. I am not promising anything until I know what the proposed costs are.”

85. REVENUE BUDGET 2015/16

Prior to Members’ consideration of the report, the Monitoring Officer, Roger Harvey, reminded Members that further to a change in the law last year, a recorded vote was required and was to 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.

The Mayor of Doncaster, Ros Jones, presented the report which sought approval of the Revenue Budget proposals for 2015/16 and 2016/17.

The Mayor stated that in February last year, she had proposed a three year budget strategy to deal with the unprecedented cuts in Council funding. She explained that over the last twelve months, the situation the Council had to face had not changed. During the course of this parliament, the Government grant had been cut from £270m per year to £148m per year. The Mayor highlighted that this was a massive reduction to the Council’s annual grant by £122m, which was 45% in just five years and at a time of increasing costs and demand for services. It was further explained that the Government cuts could not be managed without proper financial planning which was why the Council had set out a three year budget plan, which had proved to be a prudent financial strategy.

Members were informed that of the £109m the Council had to save over three years up to 2017, £93m had already been identified at last year’s budget meeting. The proposals presented in the report sought to address the remaining £16m that had not been identified in February, 2014. The Mayor explained that this would ensure that the Council met its statutory legal requirements to prepare a robust, balanced budget.

Furthermore, the Mayor emphasised that her key priorities were still jobs and growth, along with protecting the vulnerable. The Mayor reported that the work the Council was doing was starting to pay dividends, which included the Council being led out of Government Intervention, with better governance and sound financial management. Services were being modernised and improved, which made them run more efficiently and saved money. New jobs and economic growth were being brought to Doncaster which would benefit residents and generate new business rates, which would help to protect services from Government cuts. The remaining £16m had been found without having to slash frontline services, which had also meant that the Council had been able to reduce the number of projected job losses from 1200 to around 500. It was anticipated that most of these post reductions would be achieved through vacancies, voluntary redundancies and voluntary early retirement.

The Mayor referred to some examples of where money had been found through lower than expected interest and inflation rates, good financial management, delivering more efficient services, generating income to protect against Government cuts and investing in services.

In conclusion, the Mayor stated that she had promised to come back with proposals for the remaining £16m needed to balance the budget. She emphasised that the Government cuts had been deep and harsh and as a consequence, the Council had to make difficult decisions in February, 2014, but the action taken by the Council had meant that cuts had been minimised on frontline services. The improvements made so far had put the Council on a sound footing, which would make the Council more modern, efficient and cost effective, which had meant that the Council had also be able to invest in new services and facilities for residents an example of which was Extra Care. The Mayor pointed out that the Council's plans for creating jobs and growth were bringing benefits to local people and the Borough. She emphasised the need to continue along this path in order to capitalise on the success that the Council was starting to see.

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

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

For – 43

The Vice-Chair of Council, Councillor Paul Wray, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Iris Beech, Joe Blackham, Susan Bolton, Elsie Butler, Phil Cole, Richard Cooper-Holmes, Tony Corden, Linda Curran, Nuala Fennelly, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Deborah Hutchinson, Frank Jackson, Mick Jameson, Bob Johnson, Alan Jones, Ken Keegan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Tracey Leyland-Jepson, Chris McGuinness,

Sue McGuinness, John McHale, Hilary McNamee, Christine Mills, Bill Mordue, John Mounsey, Jane Nightingale, Susan Phillips, Tony Revill, Kevin Rodgers, Craig Sahman, Dave Shaw, Austen White and Sue Wilkinson.

Against – 3

Councillors John Cooke, Andy Pickering and Martin Williams.

Abstain – 12

Councillors Paul Bissett, Paul Coddington, Monty Cuthbert, Bob Ford, Fred Gee, James Hart, R. Allan Jones, Cynthia Ransome, Patricia Schofield, Alan Smith, Jonathan Wood and Yvonne Woodcock.

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

RESOLVED that the Revenue Budget proposals for 2015/16 and 2016/17, as detailed within the report, be approved, including:-

- (1) the current Revenue Budget proposals detailed at Appendix A, and the additional Revenue Budget proposals required to close the remaining £16.1m budget gap for 2015/16 & 2016/17, as detailed within the report and in Appendix Bi (budget savings £21.2m) and Appendix Bii (Growth Initiatives £5.1m);
- (2) Council Tax to be increased by 1.95% to £1,145.09 for a Band D property (£763.39 for a Band A) for 2015/16, and a subsequent increase of 1.95% for 2016/17;
- (3) the 2015/16 Grants to third Sector Organisations, as detailed within paragraph 19 and Appendix E;
- (4) the summary fees and charges analysis shown in Appendix F together with the detailed fees and charges proposed for 2015/16 at Appendix G;
- (5) allocating the one-off savings identified to the redundancy earmarked reserve, as detailed within paragraph 31 of the report;
- (6) the Medium Term Financial Plan including all proposals in the report, as detailed within Appendix I; and
- (7) a gross revenue expenditure budget of £486.7m and a net revenue expenditure budget of £222.0m, as detailed within Appendix I.

86. CAPITAL PROGRAMME 2015/16 TO 2018/19

The Council considered a report which was presented by the Mayor of Doncaster, Ros Jones, which set out the Capital Programme for 2015/16 to 2018/19.

The Mayor advised that the budget would deliver jobs and growth, support residents and help create a bright future for the Borough. The Council would continue to invest in the Borough's future with an estimated £386m of Capital investment over 2015/16 to 2018/19. The investment would stimulate growth and prosperity despite the tough economic conditions, with £147m of spend estimated for 2015/16.

It was reported that the Council was investing in major projects to enhance the Borough's infrastructure and create the conditions for growth, examples of which were through FARRRS, improvements to School buildings and the creation of Primary School places, delivering more affordable housing and making improvements at Leisure Centres, Markets and the Mansion House. The report outlined some of these projects and the benefits that they would bring.

The Mayor reported that the Council would continue to work with partners so that Doncaster benefited from major investment which would create jobs and training opportunities. These included projects such as the National High Speed Rail College campus, investment at the Airport and further development of the Civic and Cultural Quarter. In addition, the Council had identified funding for all the proposals in the Capital Programme, subject to some funding bids being approved, which would mean that to keep the Capital Programme affordable and deliver the benefits highlighted in the report, some of the Council's assets would be sold, with £13m expected to be received over the four year programme.

The Mayor explained that the vast majority of Capital funding was allocated for specific projects and therefore could not be used to fund day to day expenditure. However, the Mayor reported that the Council would also look to use Capital projects to deliver more efficient ways of working, which improved the services provided in the Borough and reduced day to day running costs. An example of which was the Investment and Modernisation Fund. Through this, projects were proposed which improved the services provided and at the same time, made savings or increased income so the schemes were self-financing. This would see new street lighting, improved street cleansing and grass cutting equipment, and more accessible online services for local residents.

In summary, the Mayor emphasised that whilst Doncaster had been hit hard by the Government cuts in the Council's Revenue Budget, the proposed Capital Budget showed that the Council was committed to investing across the Borough, to facilitate and deliver the improvements that residents of Doncaster deserved.

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

Councillor Martin Williams asked the Mayor, Ros Jones, what was the value of Prudential Borrowing in the report and how much this cost the Council in the Revenue Budget, and subsequently asked for this information to be provided in a written response.

In response, the Mayor drew Councillor Williams attention to Appendix 1a, 'Capital Programme 2015/16 to 2018/19 – Directorate Summary, (page 120 of the agenda papers), which identified that Prudential Borrowing to the Council was £60m. The Mayor undertook to provide Councillor Williams with a written response in relation to how much money was charged to the Revenue Account.

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 Pat Haith, the Vice-Chair of Council, Councillor Paul Wray, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Iris Beech, Joe Blackham, Susan Bolton, Elsie Butler, Phil Cole, John Cooke, Richard Cooper-Holmes, Tony Corden, Linda Curran, Nuala Fennelly, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Deborah Hutchinson, Frank Jackson, Mick Jameson, Bob Johnson, Alan Jones, Ken Keegan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Tracey Leyland-Jepson, Chris McGuinness, Sue McGuinness, John McHale, Hilary McNamee, Christine Mills, Bill Mordue, John Mounsey, Jane Nightingale, Susan Phillips, Andy Pickering, Tony Revill, Kevin Rodgers, Craig Sahman, Dave Shaw, John Sheppard, Austen White, Sue Wilkinson and Martin Williams.

Against – 0

Abstain – 11

Councillors Paul Bissett, Paul Coddington, Monty Cuthbert, Fred Gee, James Hart, R. Allan Jones, Cynthia Ransome, Patricia Schofield, Alan Smith, Jonathan Wood and Yvonne Woodcock.

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

RESOLVED that the Capital Budget proposals for 2015/16 to 2018/19, as detailed within the report, be approved, including:-

- (1) the Capital programme, noting the proposed investment over the next four years and what that will deliver, as detailed within paragraphs 15 to 35 of the report;
- (2) the allocation of receipts generated from the Asset Rationalisation Programme are determined by the Director of Finance and Corporate Services in consultation with the Mayor of Doncaster, as detailed within paragraphs 43 to 46 of the report; and

- (3) Cabinet take responsibility for agreeing the allocations for the Social Care Community Capacity Grant, as detailed within paragraph 16, any significant changes to the Schools Condition Programme, as detailed within paragraph 26, the balance of the Local Transport Plan funding, as detailed within paragraph 33 of the report, and are agreed in consultation with the relevant Portfolio Holder.

87. HOUSING REVENUE ACCOUNT BUDGET 2015/16

The Council considered a report which was presented by Councillor Christine Mills, Cabinet Member for Housing, Environment and Waste, which set out the Housing Revenue Account Budget proposals for 2015/16 and 2016/17.

Members were informed that the Housing Revenue Account was an account which was separate to the Council's General Fund account. Over many years, the Account had functioned by Local Authorities collecting rents, sending them to Government and the Government then sending back subsidies such as the Management and Maintenance subsidy and Major Repairs subsidy. The Government had provided a complex formula which calculated the annual rise in rent charges, which was set out in paragraph 10 of the report. The formula intended to achieve the same rent for the same properties in the same area by 2019.

It was reported that recently, the rent collection/subsidy system had changed and the Housing Revenue Account had become self-financing. Now, no subsidies came from Central Government and rents collected were retained, and provided the finance from which the Housing Revenue Account funded day to day repairs and management costs, and major investment programmes such as thermal efficiency works. This change in funding mechanisms was incorporated into the 30 year business plan which was also dependent predominantly on rental income. It involved long term commitments, such as maintaining properties to a Decency Standard to ensure there was no backlog of repairs in the future.

Councillor Mills advised that when the Decency Programme first began in Doncaster in 2004, the standard was focused on the life expectancy and condition of elements within properties. Therefore, during the life of the business plan, the Decent Home Standard would need to be maintained across the 20,000 plus properties. Elements within the properties that did not contribute to the Decent Homes Standard would also need to be addressed, examples of which included fascias and soffits and communal areas in flats.

Furthermore, Government also expected financial depreciation on the properties to be covered by the Housing Revenue Account. To ensure the financial viability of the long term business plan, Central Government provided guidance on the levels of rent increases since this was the main income stream. It was also noted that Housing Revenue Account made contributions to the Housing Capital Programme

Members were informed that the guidance had now changed, but in Doncaster, the Council implemented the proposed change a year early. In the Housing Revenue Account Budget last year, the Government guidance would have made a 6.35% rise, but the agreed rent rise was 3.7% complying with the new guidance.

It was noted that new guidance from Central Government was that rent rises should be at the Consumer Price Index (CPI) from the previous September plus 1%. The report detailed that for the coming year, this should be the CPI figure of 1.2 plus 1, making a rise of 2.2%.

Councillor Mills advised that this would still make rent levels in Doncaster the lowest in South Yorkshire and the lowest of all the Metropolitan Authorities that had advised the Chartered Institute of Public Finance and Accountancy of their levels.

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

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

For – 56

The Chair of Council, Councillor Pat Haith, the Vice-Chair of Council, Councillor Paul Wray, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Iris Beech, Paul Bissett, Joe Blackham, Susan Bolton, Elsie Butler, Paul Coddington, Phil Cole, Richard Cooper-Holmes, Tony Corden, Linda Curran, Monty Cuthbert, Nuala Fennelly, Fred Gee, James Hart, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Deborah Hutchinson, Frank Jackson, Mick Jameson, Bob Johnson, Alan Jones, R. Allan Jones, Ken Keegan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Tracey Leyland-Jepson, Chris McGuinness, Sue McGuinness, John McHale, Hilary McNamee, Christine Mills, Bill Mordue, John Mounsey, Jane Nightingale, Susan Phillips, Cynthia Ransome, Tony Revill, Kevin Rodgers, Craig Sahman, Patricia Schofield, Dave Shaw, John Sheppard, Alan Smith, Austen White, Sue Wilkinson, Jonathan Wood and Yvonne Woodcock.

Against – 0

Abstain – 1

Councillor Martin Williams.

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

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

- (1) rents be increased from 6th April, 2015 by 2.2%, as detailed in paragraph 9 of the report, providing an average weekly rent increase of £1.53, resulting in an average rent of approximately £70.95 per week and that rents will be charged every week of the year;
- (2) the budget proposals for the Housing Revenue Account for 2015/16, as detailed within Appendix A to the report, be approved, which would set a balanced budget for the Housing Revenue Account and maintain a working balance of £3.0m; and
- (3) the fees and charges, as detailed within paragraph 12 of the report, be approved.

88. THE TREASURY MANAGEMENT STRATEGY STATEMENT 2015/16 – 2018/19

The Council considered a report, which was presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Treasury Management Strategy for 2015/16 – 2018/19, and changes to the Council's Credit Risk Policy to incorporate non-UK based financial institutions.

The Mayor drew Members' attention to some of the key points in the report which included:-

- Investment interest rates remained at an all-time low. The Council was taking advantage of this to keep interest costs down and reduce the risk of losing cash on deposit.
- Forecast interest rates were due to rise over the term of this strategy however, the general consensus was that interest rates in the UK were now unlikely to increase during 2015.
- Against this background it was prudent to continue the existing strategy of being under borrowed, to save interest costs. Under the Council's existing strategy, it could also take advantage of the historically low interest rates available on long term debt for any new external borrowing.
- By applying this strategy, Treasury Management was expected to deliver £3m in savings in 2015/16 (£1.5m on-going and £1.5m one off).
- The Authority's investments were roughly a sixth of its borrowings. All the Council's investments, as at the end of December, were with UK Banks, other Local Authorities and Treasury Bills.
- The Council's investment priorities would be security first, liquidity second and then return.

- The Council had a deposit, made in 2008, of £3M with Landsbanki, an Icelandic Bank, which was now under receivership. However, the Council had sold its claim and recovered 93% of the deposit which was higher than the majority of UK Local Authorities who had investments in Iceland, and higher than the original estimated recovery rate of 80%.
- The Council was required to put aside an element of General Fund Capital spend in much the same way as people would pay Capital off their mortgage. This was called MRP.
- There was no requirement to apply MRP to the Housing Revenue Account.
- Regulations required Full Council to approve an MRP Statement in advance of each financial year to ensure that there was a prudent provision and this was detailed within Appendix B of the report.

In conclusion, the Mayor stated that the strategy represented a sensible, prudent approach to Treasury Management by the Authority.

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

Councillor Jonathan Wood referred to the list of financial institutions qualifying for Council investment, as set out at Appendix E, (*page 191 of the agenda papers*) and queried the reference to the Co-operative Bank whose credit rating did not meet the Council's minimum criteria. He noted that the Coop bank was only included because they were the Council's bankers. Councillor Wood therefore proposed an amendment to the report that the Co-operative Bank was only used as cash flow and no investments were placed with the Co-operative Bank, which he believed would minimise any potential risk to the Council.

The amendment to the Treasury Management Statement Strategy, was Seconded by Councillor Fred Gee.

In accordance with Council Procedure Rule 21.4, a recorded vote was taken on the amendment to the Treasury Management Statement Strategy, proposed by Councillor Jonathan Wood, which was declared as follows:-

For – 10

Councillors Paul Bissett, Paul Coddington, Fred Gee, James Hart, R. Allan Jones, Cynthia Ransome, Patricia Schofield, Alan Smith, Jonathan Wood and Yvonne Woodcock.

Against – 45

The Chair of Council, Councillor Pat Haith, the Vice-Chair of Council, Councillor Paul Wray, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Iris Beech, Joe Blackham, Susan Bolton, Elsie Butler, Phil Cole, Richard Cooper-Holmes, Tony Corden, Linda Curran, Nuala Fennelly, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Deborah Hutchinson, Frank Jackson, Mick Jameson, Bob Johnson, Alan Jones, Ken Keegan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Tracey Leyland-Jepson, Chris McGuinness, Sue McGuinness, John McHale, Hilary McNamee, Christine Mills, Bill Mordue, John Mounsey, Jane Nightingale, Susan Phillips, Tony Revill, Kevin Rodgers, Craig Sahman, Dave Shaw, John Sheppard, Austen White and Sue Wilkinson.

Abstain – 4

Councillors John Cooke, Monty Cuthbert, Andy Pickering and Martin Williams.

On being put to the meeting, the amendment to the Treasury Management Statement Strategy, proposed by Councillor Jonathan Wood 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 – 49

The Vice-Chair of Council, Councillor Paul Wray, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Iris Beech, Joe Blackham, Susan Bolton, Elsie Butler, Paul Coddington, Phil Cole, John Cooke, Richard Cooper-Holmes, Tony Corden, Linda Curran, Monty Cuthbert, Nuala Fennelly, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Deborah Hutchinson, Frank Jackson, Mick Jameson, Bob Johnson, Alan Jones, Ken Keegan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Tracey Leyland-Jepson, Chris McGuinness, Sue McGuinness, John McHale, Hilary McNamee, Christine Mills, Bill Mordue, John Mounsey, Jane Nightingale, Susan Phillips, Andy Pickering, Tony Revill, Kevin Rodgers, Craig Sahman, Dave Shaw, John Sheppard, Alan Smith, Austen White and Sue Wilkinson.

Against – 7

Councillors Fred Gee, James Hart, R. Allan Jones, Cynthia Ransome, Patricia Schofield, Jonathan Wood and Yvonne Woodcock.

Abstain – 1

Councillor Paul Bissett.

On being put to the meeting, the Mayor's Treasury Management Statement Strategy was declared CARRIED.

RESOLVED that

- (1) the Treasury Management Strategy 2015/16 – 2018/19 and the Prudential Indicators included therein, be approved;
- (2) with regard to the Minimum Revenue Provision Annual Policy Statement, the policy on 2015/16 – 2018/19 expenditure, as detailed within Appendix B of the report, be approved:-
 - (i) that the “Capital Financing Requirement Method” is used for all expenditure that is supported through the formula grant system; and
 - (ii) that the “Asset Life Method”, based on “Equal Instalments” is used for all new assets being funded from Council resource.
- (3) the changes to the Council’s Credit Risk Policy to incorporate non-UK based financial institutions, as detailed within paragraph 70 of the report, be approved; and
- (4) the current position regarding the Icelandic deposit, be noted.

89. COUNCIL TAX SETTING AND STATUTORY RESOLUTIONS 2015/16

The Council considered a report which was presented by the Mayor of Doncaster, Ros Jones, which sought approval of the level of Council Tax for 2015/16 and the statutory resolutions, as detailed within Appendix B of the report.

Members were informed that the Council Tax was based on a 1.95% increase, as set out in the Revenue Budget 2015/16 report. The Mayor emphasised that the increase in Council Tax had not been taken lightly. However, this proportionate step would help to protect public services both now and in the future. She emphasised that Doncaster would still have a low Council Tax when compared to other areas. At this stage, it was expected that Doncaster would have the third lowest Council Tax in 2015/16 of the 91 Metropolitan Districts and Unitary Authorities and that most households, approximately 60%, would pay the lowest B and A rate. The Band D Council Tax for the Council's own services would be £1,145.09.

It was reported that the South Yorkshire Fire Authority had set an increase of 1.98%, which equated to £66.32 on a Band D property. The South Yorkshire Police & Crime Commissioner had set an increase of 1.95%, which was £148.16 on the Band D Council Tax. This made a total of £1,359.57 per annum, excluding any Parish precepts, which were set out at Appendix C of the report. This total was an overall increase of 1.95% from 2014/15, when Fire and Police increases were included.

Members noted that for most households which were Band A properties, the proposed Council Tax rise represented an increase of 28 pence per week (33 pence including Fire and Police), which was less than £15 a year. Given the scale of Government cuts facing Doncaster, the Mayor felt that this small rise whilst not ideal, was a reasonable approach to the financial situation the Council faced. It was further reported that the £1.7m raised from the Council Tax increase, would go some small way towards mitigating the effects of the financial cuts.

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

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

For – 47

The Chair of Council, Councillor Pat Haith, the Vice-Chair of Council, Councillor Paul Wray, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones and Councillors Iris Beech, Joe Blackham, Susan Bolton, Elsie Butler, Paul Coddington, Phil Cole, Richard Cooper-Holmes, Tony Corden, Linda Curran, Monty Cuthbert, Nuala Fennelly, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Deborah Hutchinson, Frank Jackson, Mick Jameson, Bob Johnson, Alan Jones, Ken Keegan, Jane Kidd, Ted Kitchen, Pat Knight, Sue Knowles, Tracey Leyland-Jepson, Chris McGuinness, Sue McGuinness, John McHale, Hilary McNamee, Christine Mills, Bill Mordue, John Mounsey, Jane Nightingale, Susan Phillips, Tony Revill, Kevin Rodgers, Craig Sahman, Dave Shaw, John Sheppard, Austen White and Sue Wilkinson.

Against – 11

Councillors Paul Bissett, John Cooke, Fred Gee, James Hart, R. Allan Jones, Cynthia Ransome, Patricia Schofield, Alan Smith, Martin Williams, Jonathan Wood and Yvonne Woodcock.

Abstain – 1

Councillor Andy Pickering.

On being put to the meeting, the Council Tax and statutory resolutions was declared CARRIED.

RESOLVED that the Council Tax for 2015/16 and the appropriate statutory resolutions, as set out and recommended at Appendix B of the report, including the Council Tax requirement for 2015/16, be approved.

90. PROPOSED CHANGES TO DISCRETIONARY BUSINESS RATES RELIEFS

The Council considered a report presented by the Mayor of Doncaster, Ros Jones, which informed Members of proposed changes to the existing Discretionary Reliefs to Business Rate Payers in the Borough from 1st April, 2015.

It was reported that on 6th March, 2014, the Council adopted a Discretionary Relief Scheme to award relief of up to £1,000 per year to qualifying, occupied, retail premises for the financial years 2014/15 and 2015/16. There were currently 744 properties benefiting from £659,000 of relief for 2014/15. The funding available to cover the cost of this relief had been increased to £1,500 for the financial year 2015/16. The report recommended that the Council take advantage of this additional grant funding by amending its scheme in line with the recommended increase.

In referring to the Business Rates Transitional Relief Scheme, the Mayor advised that funding had been made available to award relief to ratepayers with small to medium sized properties who were faced with large increases in their business rates liability, due to the ending of the statutory Transitional Relief Scheme. It was reported that the relief would apply for the next two financial years and it was estimated that 39 properties could be eligible for this relief in 2015/16, benefiting from £41,000 of relief.

Furthermore, the Mayor advised that Business Rates legislation was not being changed. Any relief awarded would be under a local discretionary scheme which must be introduced with effect from the 1st April, 2015. Although the relief was awarded under a discretionary scheme, Members were informed that detailed guidance had been issued on the circumstances under which relief should be awarded. Any relief awarded that followed the issued guidance was fully grant funded however, any relief awarded outside of the guidance must be funded by the Authority. These schemes would be managed effectively by the Council to maximise the benefit to ratepayers in the Borough without incurring additional costs to the Authority. By implementing the schemes in this way, they would help to support growth and jobs in the Borough.

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

RESOLVED that

- (1) the maximum level of relief from 1st April, 2015, available under the Business Rates Retail Relief Policy to £1,500 for the financial year 2015/16, be increased;
- (2) the Discretionary Retail Rate Relief Policy, as amended and detailed at Appendix 1 of the report, be adopted in line with the guidance issued by the Department of Communities and Local Government;

- (3) a Discretionary Transitional Relief Policy, as detailed at Appendix 2 of the report, be adopted and that this policy be in line with the guidance issued from the Department of Communities and Local Government;
- (4) Discretionary Transitional Relief for the years 2015/16 and 2016/17 to qualifying properties, be awarded; and
- (5) ratepayers of qualifying properties be required to submit a state aid declaration prior to relief being awarded.

91. ANNUAL PAY POLICY STATEMENT 2015/16

The Council considered a report which was presented by the Deputy Mayor, Councillor Glyn Jones, which sought approval of the Council's Pay Policy Statement for 2015/16.

The Deputy Mayor reported that the Pay Policy Statement detailed the Council's policy for the pay of the workforce, particularly its senior staff, namely Chief Officers and detailed the relationship between the highest, lowest and average paid employees in the organisation. The Policy Statement was a public document which was published on the Council's website each year and clearly demonstrated a willingness to increase accountability, transparency and fairness in setting pay. It also included information about where more detailed salary information was published as part of the Council's Annual Statement of Accounts.

Members were informed that it was proposed that the same format was used this year, as was used last year, with the following observations:-

- There had once again been a positive reduction in the ratios this year, (the ratio being how many times greater a salary was) between the highest and lowest paid staff.
- The current ratio between the highest salary £149,000 (Chief Executive) and the lowest salary £15,145 (grade 3 spot point) had reduced from 12 to 1 last year to 9.8 to 1 this year, and compared favourably with other Local Authorities in the local area.
- This year had included staff getting a nationally agreed two year pay award of 2.2% and a 2% pay award for Chief Officers, not including Directors. There had also been an overall reduction again in the number of Chief Officer posts, from 21 down to 20.

Members noted that all these changes had showed a positive trend and reflected a continuing reduction in the difference between the highest and lowest paid, in line with the Council's commitment to reduce the pay difference and increase low pay. The Council had been able to achieve further improvement of its pay ratios as a result of adopting the national living wage.

The Deputy Mayor reported that it was anticipated that this Policy would not need to be amended during the period it covered (April 2015 to March 2016). However, if circumstances dictated that a change of Policy was considered to be appropriate during the year, any amendments would be included in the following year's statement presented to Full Council.

Members were asked to note the contents of the report and approve the Pay Policy Statement for 2015/16.

RESOLVED that

- (1) the contents of this report, be noted; and
- (2) the Pay Policy Statement for 2015/16, be approved.

92. RESPONDING TO CHILD SEXUAL EXPLOITATION (CSE) IN DONCASTER: ASSURANCE REPORT BY THE INDEPENDENT CHAIR OF DONCASTER SAFEGUARDING CHILDREN BOARD

Prior to Members' consideration of the report, the Chief Executive, Jo Miller made the following announcement:-

"It is important to report to Full Council that we have, with the Doncaster Children's Services Trust, conducted and concluded an independent inquiry into employment matters relating to a member of staff, who at the time of publication of the Jay report, worked for the Council. That staff member now works for Doncaster Children's Services Trust and has done so since 1st October when Children's social care functions transferred.

You would have been shocked like me when reading the Jay report, I'm sure for all of us in this Chamber, was extremely challenging both personally and professionally as corporate parents.

The safety of children and young people is hugely important and the public must have confidence in public services that protect and support our communities.

It was in this context that immediately following the publication of the Jay report, an independent investigation was commissioned jointly by me and John Hilton, the Chair of the Children's Trust, to substantiate if there was any evidence to suggest that the staff member referred to me by the former Chief Executive of Rotherham following the Jay report and in national newspapers, had poor practice which would affect her working at the Council/Trust or in any way conducted herself inappropriately in the course of her duties.

This investigation report is effectively commenting on an individual's employment status and is not normally a matter I would comment upon in the public domain. However, given the level of public interest and the Local Government Association and the Commons Select Committee both

encouraging Councils to make further inquiries into staff who were mentioned in the Jay report, I am reporting today the outcome of the inquiry in the public domain at this Council meeting.

Firstly, I am satisfied that the staff member was recruited appropriately in accordance with the Council's policy. There is no evidence that the application was anything other than proper and truthful.

Secondly, during her time with us, we had no issues with this individual's performance or conduct. She performed her job well.

The Independent investigation undertaken by Wragge and Co., considered the Jay & Casey report, allegations in the media and took evidence from a number of sources. The staff member co-operated fully with that inquiry and indeed with Alexis Jay and Louise Casey's investigations. That investigation has found that there is no evidence to support allegations that this staff member was involved in a cover up of CSE, nor that she should be singled out as being uniquely culpable for the failings identified in the Jay report. That is not to say that multi-agency arrangements in place at that time to tackle CSE were working as well as they could or should have done in Rotherham. Clearly they were not.

You will appreciate I am sure that I have commented as much as I am able to on an individual's employment situation, though I will conclude in saying that the employee concerned has the full support of Doncaster Children's Services Trust in her role helping to transform children's social care. It is the job of this Council and the Trust and the wider Children's Safeguarding system to ensure that children's social care services are the best they can be for all of our children and families."

Councillor Nuala Fennelly, Cabinet Lead Member for Children's Services, presented the assurance report from the Independent Chair of Doncaster Safeguarding Children Board (DSCB), in respect of the progress made in responding to Child Sexual Exploitation (CSE) in Doncaster, as set out at Appendix A of the report.

Members noted that whilst there were a number of positive developments in the current arrangements, there remained a number of areas for improvement which had been incorporated into the CSE Plan coordinated by the DSCB. Appendix B of the report set out the DCSB's CSE Action Plan. The report had been presented to the Children and Young People Overview and Scrutiny Panel for comment and a copy of the Panel's response and the minutes of the Panel's meeting held on 9th December, 2014, were attached at Appendices C and D, respectively.

In line with the recent national findings by OFSTED in its thematic inspection of local responses to CSE, the Independent Chair's report presented a mixed picture of the way in which DSCB and partner agencies, were responding to CSE in Doncaster. The assurance report outlined the national policy context for responding to CSE, statutory roles and responsibilities of DCSB and local

partners, an evaluation of current progress in Doncaster based on ten key assurance questions and provided a framework for future scrutiny and challenge to the work in Doncaster, to ensure that children and young people were safeguarded from CSE.

Given Members interest in the inquiry and the serious nature of this issue Councillor Rachel Hodson, Chair of the Children and Young People's Overview and Scrutiny Panel, provided feedback to Members regarding the Panels meeting with John Harris the Chair of the DSCB, South Yorkshire Police and Eleanor Brazil the Director of Learning and Opportunities: Children and Young People, who had responded to questions from the Panel with regard to how CSE was being tackled in Doncaster, what preventative work was being put in place, what was being done to help victims, how the service was working and how it had been transformed. Councillor Hodson reported that the Panel had been satisfied with the responses received. However, John Harris would be attending the Panel meeting in April, 2015 and Councillor Hodson urged all Members to attend this meeting.

The Mayor of Doncaster, Ros Jones, welcomed the report and spoke of how she was determined that CSE was at the forefront of the Council's agenda. She stressed that the Council would remain vigilant about this issue and emphasised that everyone in the Chamber had a duty to protect children and young people, and to ensure that perpetrators were held to account. The Mayor reiterated that this issue was a key priority.

The Deputy Mayor, Councillor Glyn Jones, spoke of the devastating effects of CSE. He felt that it was everyone's business to look for the signs of CSE. He pointed out that CSE was not just in the north of England, but it was happening everywhere across the Country. The Deputy Mayor stressed that the Council was committed to treating everyone fairly and that the Council was dedicated to work together and to deal with the perpetrators of these horrendous crimes.

Councillor John Mounsey, Chair of the Overview and Scrutiny Management Committee, stated that all Members were Corporate Parents who had a duty to attend meetings of the Children and Young People's Overview and Scrutiny Panel and encouraged Members to attend the Panel's next scheduled meeting in April.

Following the presentation of the report, the Director of Learning and Opportunities: Children and Young People, Eleanor Brazil, responded to Members questions and concerns.

RESOLVED that

- (1) the Independent Chair's Assurance Report, as attached at Appendix A, be noted;

- (2) the Doncaster Safeguarding Children Board Child Sexual Exploitation Action Plan, as attached at Appendix B, be noted; and
- (3) the Children and Young People Overview & Scrutiny Panel response to the report, as attached at Appendices C and D, be noted.

93. MEMBER DEVELOPMENT PROGRAMME 2015/16

The Council considered a report presented by Councillor Bob Johnson, Cabinet Member for Leisure and Tourism, Regeneration and Growth, and Veterans Champion, which proposed a programme of Member training and development for 2015/16 to support them in their role and a summary of the Member Development activities undertaken during 2014/15, as set out in Appendices A and B of the report, respectively.

Councillor Johnson reported that in the past, the Council had been criticised by the Commissioners regarding poor attendance by Members at training and development courses. However, further to the work of the Member Development cross party Working Group, the Council's approach to Member Development had improved over the last two years and this was highlighted in the report.

Members were informed that the Council now had a co-ordinated approach to developing a programme through the Member Development Working Group and presenting to Council. Training was run on at least two occasions and a twilight session to ensure working Members had an opportunity to attend. Compulsory training to support all Members had been agreed by Full Council. Evaluation forms had been reviewed on a regular basis and the necessary improvements had been put in place and attendance information was reported back to Group Leaders regularly.

With regard to the proposals for 2015/16, Members were informed that Council previously agreed compulsory training for all Members should include Data Protection, Equalities, Children's Safeguarding and Health and Safety, and once undertaken, this remained valid for 3 years. It was recommended that due to its importance, Adult Safeguarding was also added to this list for 2015/16.

Members noted that the report recommended compulsory training for Overview and Scrutiny Members, including performance management, which had not been undertaken in a three year period, as the Scrutiny role was important in supporting the Council's programme moving forward and effectively challenging and holding decision makers to account. Further dates and times of training and seminars would be arranged over the coming weeks and the completed list made available to all Members and prospective Members by the end of this month, so that these could be diarised.

In terms of moving forward, all out Elections gave an opportunity to ensure Members could receive and complete compulsory training in the first part of the year. The remainder of the programme would focus on skills and development, and supporting Councillors in their role and would be developed further by the Member Development Working Group assessing the needs of Members after the Elections.

It was reported that consideration would be given to further ways of delivering the necessary training and support to Councillors for example, through e-learning and joint Officer/Member training, to ensure Members had the opportunity to enhance their development.

Members were asked to agree an indicative programme of Member training and development for implementation in the new 2015/16 Municipal Year.

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

In response to an enquiry from Councillor R. Allan Jones', whether e-learning could be made available for Elected Members, Councillor Bob Johnson stated that the Member Development Working Group would consider this issue.

RESOLVED that

- (1) the indicative programme of Member Development activities and seminars scheduled for 2015/16, as detailed within Appendix A to the report, with a focus on delivering compulsory training early in the 2015 Municipal Year, be approved;
- (2) the list of training deemed to be compulsory be approved and include:-
 - (i) Adult Safeguarding which has been added to the list of compulsory training for all Members; and
 - (ii) Overview and Scrutiny and Performance training be deemed compulsory for all Overview and Scrutiny Members; Members who have undertaken this training within the last three years will not be required to repeat this training.
- (3) the approach to Member Development and training, as detailed within paragraphs 16 to 21 of the report, be supported; and
- (4) the Member Development activities undertaken during 2014/15, as detailed at Appendix B, be received and noted.

94. PROPOSED DIARY OF MEETINGS – 2015/16

The Council considered a report which set out the provisional Diary of Meetings for the 2015/16 Municipal Year, as set out at Appendix A.

An overview of the diary of meetings was set out in paragraphs 5 to 12 of the report.

RESOLVED that

- (1) the proposed Diary of Meetings for the 2015/16 Municipal Year, attached at Appendix A, be noted; and
- (2) the final version of the Diary of Meetings be presented to the Annual Meeting of Council in May, 2015, for approval.

95. TO CONSIDER THE FOLLOWING MOTION, WRITTEN NOTICE OF WHICH HAS BEEN GIVEN BY COUNCILLOR FRED GEE AND SECONDED BY COUNCILLOR PAUL BISSETT, IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 16.1

In accordance with Council Procedure Rule 16.1, a Motion was submitted by Councillor Fred Gee and Seconded by Councillor Paul Bissett:-

“Everyone should be appalled at the findings in Louise Casey’s report on the prevailing culture at Rotherham MBC, now also Sue Berelowitz the Deputy Children’s Commissioner stating that too many children are ‘slipping through the net’ which has enabled the abusers of children to commit horrific crimes over many years. Other reports have suggested that Child Sexual Exploitation has been rife all over the North of England. Can the Council tell us if there are, or has been similar problems in Doncaster?”

Will the Mayor ease the minds of parents and other responsible adults in Doncaster by setting up or calling for an impartial enquiry into how Children’s Services have been carried out in Doncaster over the last 20 years, focussing on; teenage boys and girls under the age of consent; teenage boys and girls in Council care; Council Officer interaction in such cases with South Yorkshire Police and latterly, the Crime Commissioner’s office?”

An amendment to the Motion was MOVED by Councillor Nuala Fennelly and Seconded by Councillor Rachel Hodson, to read as follows:-

“Everyone should be appalled at the findings in Louise Casey’s report on the prevailing culture at Rotherham MBC, now also Sue Berelowitz the Deputy Children’s Commissioner stating that too many children are ‘slipping through the net’ which has enabled the abusers of children to commit horrific crimes over many years. Other reports have shown that Child Sexual Exploitation is a national issue which must be addressed.

Everyone has a part to play in tackling Child Sexual Exploitation and it is imperative that Doncaster Council takes a leading role on this important issue.

This Council:-

- is fully committed to working with partner organisations and members of the public to protect children from sexual exploitation and bring to account perpetrators of this heinous crime;
- fully supports National Child Sexual Exploitation Awareness Day on 18th March and the Helping Hands campaign;
- will take steps to raise awareness of the issue of Child Sexual Exploitation including actions that can be taken by employers, employees, Councillors, volunteers and members of the public;
- notes the various historic reports detailing the past failures to safeguard children in Doncaster, the actions that have been taken to improve services to protect young people and the challenges we face;
- welcomes the additional resources which have been dedicated to tackling Child Sexual Exploitation in Doncaster;
- welcomes the report today from the Independent Chair of the Doncaster Safeguarding Children's Board, which details the current situation in Doncaster and the action plan for making further improvements; and
- notes that a further update will be presented to Overview and Scrutiny in April and requests that regular reports are provided to Elected Members to ensure this important issue remains a high priority in Doncaster."

A vote was taken on the amendment to the Motion proposed by Councillor Nuala Fennelly, which was declared as follows:-

For – 43

Against – 6

Abstain – 4

On being put to the meeting, the amendment to the Motion was declared CARRIED.

A vote was then taken on the Substantive Motion which was declared as follows:-

For – 48

Against – 0

Abstain – 5

On being put to the meeting, the Motion was declared CARRIED.

RESOLVED that everyone should be appalled at the findings in Louise Casey's report on the prevailing culture at Rotherham MBC, now also Sue Berelowitz the Deputy Children's Commissioner stating that too many children are 'slipping through the net' which has enabled the abusers of children to commit horrific crimes over many years. Other reports have shown that Child Sexual Exploitation is a national issue which must be addressed.

Everyone has a part to play in tackling Child Sexual Exploitation and it is imperative that Doncaster Council takes a leading role on this important issue.

This Council:-

- is fully committed to working with partner organisations and members of the public to protect children from sexual exploitation and bring to account perpetrators of this heinous crime;
- fully supports National Child Sexual Exploitation Awareness Day on 18th March and the Helping Hands campaign;
- will take steps to raise awareness of the issue of Child Sexual Exploitation including actions that can be taken by employers, employees, Councillors, volunteers and members of the public;
- notes the various historic reports detailing the past failures to safeguard children in Doncaster, the actions that have been taken to improve services to protect young people and the challenges we face;
- welcomes the additional resources which have been dedicated to tackling Child Sexual Exploitation in Doncaster;
- welcomes the report today from the Independent Chair of the Doncaster Safeguarding Children's Board, which details the current situation in Doncaster and the action plan for making further improvements; and
- notes that a further update will be presented to Overview and Scrutiny in April and requests that regular reports are provided to Elected Members to ensure this important issue remains a high priority in Doncaster.

96. DURATION OF MEETING

RESOLVED that in accordance with Council Procedure Rule 12.2, Council having sat continuously for three hours, continue to consider the remaining items of business on the agenda.

97. 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":-

(a) From Councillor Paul Bissett to the Mayor of Doncaster, Ros Jones:-

Q. "Mayor, at the same time that you and your Cabinet were clearing the way for all Council run Residential Homes to be transferred to independent providers or closed to save money, you also approved the purchase of 5 plots of land at Thorne, from the Town Council and private owners, for house building. At what cost?"

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

"I'd like to thank Councillor Bissett for his question, which raises a number of issues that I would like to address.

The first point is that Councillor Bissett's question appears to be confusing the Council's Revenue Budget and its Capital Budget.

The Revenue budget is for running services, including ensuring that everyone in Doncaster that needs residential care has access to high quality care provision.

Since David Cameron became Prime Minister, the Conservative-led Government has reduced the annual grant funding that Doncaster Council receives by more than £122m. That is a cut of nearly half our grant funding in just five years, despite rising costs.

In spite of these unprecedented Government cuts, we are managing to maintain services as effectively as possible whilst minimising the impact on local people.

Councillor Bissett will be aware that the Council's Care Homes are not closing. We have managed to identify a high quality provider, Runwood Homes, to take them over. This means that:-

- The homes will stay open;
- The staff will be transferred on their existing terms and conditions, saving jobs;
- The homes will receive millions of pounds of new investment;

- The Council will save on revenue costs, meaning that we do not have to cut other services; and
- The taxpayer can be confident that the Council is using its budget effectively and getting the best value for money possible.

I would hope that Councillor Bissett will join me in welcoming this good news.

The second point is that if we are to properly provide for our elderly residents and ensure we are equipped to meet the demands of our growing population of older people, then we must do much more than provide residential care.

We must also support people to live independently in their own home. This can be assisted through services such as Home Care. Our new 'Help to Live at Home' scheme should significantly improve the current situation in Doncaster.

This is just one of a number of initiatives we are implementing to improve Care Services in Doncaster. These include for example, an increase in the number of dementia cafes and our pilot programme to share best practice in Care Homes.

The scheme in Thorne that Councillor Bissett refers to is not simply house building. It is for an Extra Care Scheme. Extra Care Schemes are also a superb example of housing provision that enables people to live in their own home and remain independent, whilst being able to receive Care Services they require.

Councillor Bissett should be aware of this and the benefits it will bring because the decision was made at Cabinet in January and clearly laid out the rationale for purchasing the land and Rokeby Gardens in Councillor Bissett's own Ward is one of the few examples of Extra Care in Doncaster.

I want to see more Extra Care facilities and I want to see residents in other areas of the Borough benefit from this kind of care and housing support.

Fortunately, despite the disproportionate Government cuts to our Revenue Budget, we do have some Capital funding available for spending on assets and infrastructure that allow us to work with such organisations as Housing 21, to deliver facilities such as this.

That is why we are able to invest in the Swallowdale Extra Care complex in Edlington, which is due to open in the coming months. It is also why we are proceeding with the development of an Extra Care scheme in Thorne.

Negotiations are on-going and as described in the Cabinet report, the information Councillor Bissett has asked for is commercially sensitive and therefore not in the public domain. For this reason, I am not in a position to announce the land valuations at today's council meeting.

However, the public section of the report was clear. Thorne has been identified as one of the priority areas requiring additional provision of older people's accommodation.

A land identification exercise has shown there are no suitably located sites that are within Council ownership available in the area, which has necessitated the need to purchase land.

The site at Peel Hill in Thorne satisfies the specific criteria the Council has established relating to the design, location and suitability of new older peoples accommodation. It is important that Extra Care is located close to key facilities such as shops, doctors and chemists.

The purchase has been approved subject to the preparation of a financially viable scheme and a satisfactory planning consent.

On this basis, I hope Councillor Bissett will welcome this development which will allow other people in the Borough to benefit from the same facilities as those available in his own Ward."

In accordance with Council Procedure Rule 15.7, Councillor Paul Bissett asked the Mayor of Doncaster, the following supplementary question:-

Q. "Why hasn't the land at Hungerhill been used for house building instead. You chose not to build on land already in the ownership of the Council. Builders are being encouraged to build on this site. Is this because no-one wants to live opposite a Waste Transfer Station. However, I do commend you for building houses for the elderly?"

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

"We have undertaken proper studies to identify where extra facilities are required. Strict regulations have been laid down. This was announced last year to have four more care facilities and Thorne was identified as one of these."

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 Jonathan Wood asked the Mayor of Doncaster:-

“I would like to draw your attention to page 18 of the minutes of the last meeting. I asked a question on 15th January, to one of your Cabinet Members, asking which legislation have you used and why you have used it. I got a reply a few weeks ago, quoting facts and figures of the previous administration. I submitted another question to that Cabinet Member and I have received a reply which states that this information has already been provided to me.

The point I am trying to make is that you don't answer the questions. Instead, you just send a letter back to me without the questions being answered. When will you stop lambasting and belittling people?”

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

“Councillor Wood, my Cabinet Members always answer the questions. It might be that it is not what you want to hear. I don't lambaste people. I welcome you to work along with us. My Cabinet Members always answer the question.”

In accordance with Council Procedure Rule 15.7, Councillor Jonathan Wood asked the Mayor of Doncaster, the following supplementary question:-

Q. “Why have you not asked your Cabinet Member to answer the question properly. I wanted to know what legislation has been used by your Cabinet Member, but I was provided with an answer relating to Peter Davies's administration. All I asked was a simple question?”

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

“I will handover to Councillor Joe Blackham to respond to your question. This is not about lambasting; it's about you being part of what we are doing.”

A. Councillor Joe Blackham gave the following response:-

“I am the Cabinet Member for this area. The advice I have given you is correct. I have made it clear in my letter that if you require further information when Selective Licensing was agreed, the Officer in question is Karen Hanson, who will be able to answer your questions and provide you with any additional information you require.”

B. Questions to the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Corporate Services, Equalities and Cohesion

No questions were put to the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Corporate Services, Equalities and Cohesion.

C. Questions to Councillor Joe Blackham, Cabinet Member for Community Safety and Neighbourhoods

No questions were put to Councillor Joe Blackham, Cabinet Member for Community Safety and Neighbourhoods.

D. Questions to Councillor Tony Corden, Cabinet Member, Support to Lead Member for Children's Services with a focus on Safeguarding

Q. Councillor Patricia Schofield asked Councillor Tony Corden:-

“On 7th February, the Yorkshire Post reported that three Local Authorities had come under fire for failing to make a significant commitment to tackling loneliness and have pledged to address the issue in the Health and Wellbeing Strategies; Doncaster was one of them.

Your response to these comments were and I quote, ‘that loneliness had been identified’ and it was an area to be addressed. You went onto say that there were many activities across Doncaster which will aim to improve health and wellbeing, and that includes tackling loneliness and isolation. My question is do you know what these activities are and who will be delivering them?”

A. Councillor Tony Corden gave the following response:-

“We have set up various activities within the different areas and some of these are being delivered by the Area Teams, which includes lunch clubs, health activities and dementia cafes, and numerous other activities. We will try to do more in the future and will be asking people what they want doing in their locality.”

In accordance with Council Procedure Rule 15.7, Councillor Patricia Schofield asked Councillor Tony Corden, the following supplementary question:-

Q. “Thank you for your response. Can you tell me if voluntary organisations have been approached to do some of these activities?”

A. Councillor Tony Corden gave the following response:-

“Yes, voluntary organisations have been approached, such as Age Concern and Care UK, along with various Community Groups and Parish Councils. I will provide you with a written response outlining the relevant voluntary organisations.”

E. Questions to Councillor Nuala Fennelly, Cabinet Lead Member for Children’s Services

No questions were put to Councillor Nuala Fennelly, Cabinet Lead Member for Children’s Services.

F. Questions to Councillor Bob Johnson, Cabinet Member for Regeneration and Growth, Leisure and Tourism, and Veteran’s Champion

No questions were put to Councillor Bob Johnson, Cabinet Member for Regeneration and Growth, Leisure and Tourism, and Veteran’s Champion.

G. Questions to Councillor Pat Knight, Cabinet Member for Health and Adult Social Care

No questions were put to Councillor Pat Knight, Cabinet Member, for Health and Adult Social Care.

H. Questions to Councillor Christine Mills, Cabinet Member for Housing, Environment and Waste

No questions were put to Councillor Christine Mills, Cabinet Member for Housing, Environment and Waste.

I. Questions to Councillor Bill Mordue, Cabinet Member for Highways and Transportation

Q. Councillor Alan Smith asked Councillor Bill Mordue:-

“My question relates to Street Lighting. When will this be rolled out across DMBC and is there a schedule of installations?”

A. Councillor Bill Mordue gave the following response:-

“Thank you for your question Councillor Smith. Tenders have gone out already on the provision of lanterns. The first to be installed will be on concrete posts in Carcroft. The remaining installations will be completed over the next two years. Installations on Estate roads will be undertaken first, then the Main roads. Not all columns will be replaced, just the lanterns on existing columns. This will be a ‘win’ ‘win’ situation for everyone.”

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

Q. "Apart from the Street Lighting project in Carcroft, what other areas will the Council be looking at over the next year?"

A. Councillor Bill Mordue gave the following response:-

"Work on the concrete columns will be carried out next year. I will provide you and all Members, with a written response outlining the schedule of works to be undertaken."

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.

98. ANNUAL REPORT ON EXECUTIVE DECISIONS TAKEN UNDER SPECIAL URGENCY PROVISIONS

The Council considered a report which informed Members of Key Decisions which had been taken by the Executive between the period 26th February, 2014 and 20th February, 2015, which were not included on the Forward Plan, under Special Urgency provisions of the Access to Information Procedure Rules.

Two decisions had been taken under Special Urgency provisions, which were reported to Council as follows:-

(a) Management Agreement between St Leger Homes of Doncaster and DMBC - (Decision Reference No. S0353)

The decision was taken by the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Housing, Equalities and Cohesion, on 26th March, 2014, in agreement with Councillor Tony Revill, Chair of Regeneration and Environment Overview and Scrutiny Panel. A copy of the Decision Record was circulated to all Members of the Council on 27th March, 2014.

(b) Approval of the Contract with Doncaster Children's Services Trust for the Delivery of Social Care - (Decision Reference No. S0354)

This decision was taken by Cabinet on 17th September, 2014, in agreement with Councillor Rachel Hodson, the Chair of the Schools, Children and Young People's Panel. A copy of this Decision Record was circulated to all Members of the Council on Friday 26th September, 2014.

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

99. MINUTES OF THE JOINT AUTHORITIES

Councillor Iris Beech drew Members attention to a drafting error in the second paragraph of the Minutes of the Police and Crime Panel meeting held on 30th January, 2015, which had incorrectly identified Councillor R. Sixsmith as being a Member of Doncaster Metropolitan Borough Council. The Senior Governance Officer undertook to raise this issue with Legal and Democratic Services at Rotherham Metropolitan Borough Council, who serviced the Police and Crime Panel meeting.

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

- A. South Yorkshire Police and Crime Panel held on held on 30th January, 2015.
- B. South Yorkshire Fire and Rescue Authority held on 5th January, 2015 and Section 41 Briefing Notes for January and February, 2015.
- C. Sheffield City Region Combined Authority held on 5th January, 2015.
- D. South Yorkshire Pensions Authority held on 13th November, 2014 and 15th January, 2015.

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To the Chair and Members of the COUNCIL

RESULTS OF THE PARLIAMENTARY GENERAL, BOROUGH COUNCIL, AND PARISH COUNCIL ELECTIONS HELD ON 7th MAY 2015

EXECUTIVE SUMMARY

1. To report to the Council the results of the Parliamentary General, Borough Council and Parish Council Elections held on Thursday, 7th May 2015

RECOMMENDATION

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

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

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

BACKGROUND

4. This combined poll was the largest election ever seen in Doncaster and, according to the Electoral Commission, was the UK's biggest combination of polls since 1979.
5. The size of the poll and the additional factors contributing to the scale of the exercise are due to a combination of factors:-
 - A decision by the Secretary of State to have all-out local elections for the first time
 - An electoral review which resulted in a reduction in the number of Borough Councillors from 63 down to 55, together with revised ward boundaries
 - A Parliamentary Election involving a Party Leader with all of the attendant logistical issues, including liaison with the Police and the extensive media presence. 140 accredited media representatives attended the count providing local, national and international coverage.
 - 23 contested all-out parish elections.

- Members present at the count will appreciate that a significant feature of the all-out elections was the need to utilise counting sheets rather than simply allocating single vote ballot papers to the relevant candidate. This inevitably adds to the time taken to accurately conclude the count. The Parliamentary count was undertaken at the close of poll. It is a legal requirement that the verification of all three polls has to be complete before the Parliamentary results can be declared. The three Parliamentary results were declared between 5:30 am and 6:00 am. The count of the Local election was undertaken on Friday 8th May with a recount of one ward taking place on Saturday 9th May, alongside the count for the 23 separate parish elections. A review of our arrangements will be undertaken shortly and any lessons learnt carried forward into our planning for future elections. Overall, the elections were successfully delivered with a very significant contribution made by individuals and teams throughout the Council. A number of positive comments have been made by Candidates and Agents in relation to the election process and, specifically, the verification and counts.

Turnout

- The overall turnout for the 3 Parliamentary constituencies was as follows:-

Don Valley	-	59.83%
Doncaster Central	-	57.11%
Doncaster North	-	55.88%

These figures include the postal vote where the established trend of a high proportion of postal votes was continued. A total of 61,389 postal vote packs were issued and 49,173 (80%) statements were returned. Of these, 968 (1.6%) statements were rejected. For a postal vote statement to be valid, the elector must supply their signature and date of birth and these must match the information provided on the application form held on record. The date of birth must match exactly, although signatures are accepted if they are similar in shape and only rejected when the signature is effectively a completely different shape.

- Of the 968 statements rejected, 464 cases had not had the statement completed at all, in 148 cases neither the signature nor the date of birth matched the application form, in 250 cases the date of birth did not match the application form and in 34 cases the signature did not match the application form.
- Electors who had their postal vote statement rejected will be informed within 3 months of the poll that their postal vote was rejected. This being due to the signature or date of birth supplied on the postal voting statement failing to match the information held on record or where the voter had simply left the statement blank. A new postal vote application form will be sent to the voter for completion.

Results

10. A summary of the results is set out at **Appendix A**. The results, including the number of votes for each candidate and the % turnout, are published on the Council's website. This includes all Parish Council results.

<http://www.doncaster.gov.uk/sections/councilanddemocracy/votingelectionsanddemocracy/ElectionResults/index.aspx>

A list of the new and former Members is attached at Appendix B. Council will note that the former Members include a number of Members with many years' service and commitment to the Borough and its citizens.

Evaluation

11. An evaluation of the elections is to be undertaken and Members are invited to contribute by contacting Roger Harvey, Assistant Director, Legal and Democratic Services, with any comments by the end of June 2015. The results of the evaluation will be reported to the Elections and Democratic Structures Committee in July 2015.

OPTIONS CONSIDERED

12. All elections are a statutory duty and must be carried out in accordance with statutory requirements.

LEGAL IMPLICATIONS

13. There are comprehensive statutory provisions covering the delivery of the elections.

FINANCIAL IMPLICATIONS

14. Costs will be shared with the Cabinet Office where applicable.

EQUALITY IMPLICATIONS

15. The Council has worked hard to ensure that voting is accessible to all. A Polling Places review was carried out in 2015 and all Polling Stations are compliant with the requirements of the Disability Discrimination Act 1995. All Polling Stations were supplied with large print elections stationery and magnifiers to assist the visually impaired. Ramps were provided to ensure access by wheelchair users and those with mobility issues. Presiding Officers were given guidance at their training sessions as to how to assist electors to vote in the unlikely event that they were unable to access the Polling Station. Postal votes are also available to any resident that is on the Electoral Register.

TECHNOLOGY IMPLICATIONS

16. The Council's ICT Department was heavily involved in the election effort. A Council network was installed at the Count venue in order to ensure that connectivity was maintained. Each Senior Counter was issued with a laptop to support the count process and the Council's XPress elections software utilised. Newly elected Councillors will receive ICT training in order to assist them to carry out their duties as Members.

HR IMPLICATIONS

17. There are no significant HR implications associated with reporting the outcome of the 2015 elections.

BACKGROUND PAPERS

None

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Jo Miller
Returning Officer

APPENDIX A

Results for the Local Government Elections held on 7th May 2015

Ward	Elected	Description	% turnout
Adwick & Carcroft	Rachel Hodson Ted Kitchen John Mounsey	Labour Party Labour Party Labour Party	53.67
Armthorpe	Tony Corden Christopher McGuinness Sue McGuinness	Labour Party Labour Party Labour Party	54.53
Balby South	Nuala Mary Fennelly John Healy	Labour Party Labour Party	52.36
Bentley	Charlie Hogarth Bill Mordue Jane Nightingale	Labour Party Labour Party Labour Party	51.08
Bessacarr	Nick Allen Neil Gethin Majid Khan	The Conservative Party Candidate Labour Party Labour Party	62.61
Conisbrough	Nigel Ball Sandra Mary Holland Craig Bernard Sahman	Labour Party Labour Party Labour Party	56.72
Edenthorpe & Kirk Sandall	David Neveit Tony Revill	Labour Party Labour Party	61.05
Edlington & Warmsworth	Elsie Butler Phil Cole	Labour Party Labour Party	58.45
Finningley	Jane Cox Steve Cox Allan Jones	The Conservative Party Candidate The Conservative Party Candidate The Conservative Party Candidate	66.24
Hatfield	Jessie Jamieson Credland Linda Curran Pat Knight	UK Independence Party Labour Party Labour Party	58.08
Hexthorpe & Balby North	Glyn Jones Sue Wilkinson	Labour Party Labour Party	49.17
Mexborough	Bev Chapman Sean Gibbons Andy Pickering	Put Mexborough First The Forgotten Town Put Mexborough First The Forgotten Town Put Mexborough First The Forgotten Town	52.25
Norton & Askern	Iris Beech Alan Jones Austin William White	Labour Party Labour Party Labour Party	62.05

Roman Ridge	Pat Haith Kevin Rodgers	Labour Party Labour Party	60.24
Rossington & Bawtry	Rachel Blake John Cooke Clive Stone	Labour Party Independent UK Independence Party	58.07
Sprotbrough	Cynthia Anne Ransome Jonathan Wood	The Conservative Party Candidate The Conservative Party Candidate	66.84
Stainforth & Barnby Dun	George Derx Ken Keegan	Labour Party Labour Party	56.13
Thorne & Moorends	Joe Blackham Susan Jane Durant Mark Houlbrook	Labour Party Labour Party Labour Party	54.25
Tickhill & Wadworth	James Vincent Hart Alan Smith	The Conservative Party Candidate The Conservative Party Candidate	67.27
Town	Sue Knowles John McHale Dave Shaw	Labour Party Labour Party Labour Party	51.83
Wheatley Hills & Intake	Eva Hughes Jane Kidd Paul Wray	Labour Party Labour Party Labour Party	52.39

Results for the Parliamentary General Election held on 7th May 2015

Constituency	Elected	Description
Don Valley	Caroline Louise Flint	Labour Party
Doncaster Central	Rosie Winterton	Labour Party
Doncaster North	Ed Miliband	Labour Party

Don Valley Turnout 59.83%

Doncaster Central Turnout 57.11%

Doncaster North Turnout 55.88%

APPENDIX B

NEW MEMBERS	WARD		FORMER MEMBERS	WARD
Nick Allen	Bessacarr		Paul Bissett	Edenthorpe, Kirk Sandall and Barnby Dun
Nigel Ball	Conisbrough		Susan Bolton	Adwick
Rachel Blake	Rossington & Bawtry		Andrew Bosmans	Balby
Bev Chapman	Mexborough		Paul Coddington	Bessacarr & Cantley
Jane Cox	Finningley		Richard Cooper-Holmes	Rossington
Steve Cox	Finningley		Monty Cuthbert	Bessacarr & Cantley
Jessie Credland	Hatfield		Bob Ford	Torne Valley
George Derx	Stainforth & Barnby Dun		Fred Gee	Edenthorpe, Kirk Sandall and Barnby Dun
Susan Jane Durant	Thorne & Moorends		Barbara Hedley	Stainforth & Moorends
Sean Gibbons	Mexborough		Barbara Hoyle	Torne Valley
John Healy	Balby South		Deborah Hutchinson	Great North Road
Majid Khan	Bessacarr		Frank Jackson	Bentley
David Nevett	Edenthorpe & Kirk Sandall		Mick Jameson	Balby
Clive Stone	Rossington & Bawtry		Bob Johnson	Edlington & Warmsworth
			Tracey Leyland Jepson	Mexborough
			Hilary McNamee	Rossington
			Chris Mills	Conisbrough & Denaby
			Sue Phillips	Mexborough
			Patricia Schofield	Finningley
			John Sheppard	Wheatley
			Martin Williams	Thorne
			Yvonne Woodcock	Finningley

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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

3. 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.
4. 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

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

IMPACT ON THE COUNCIL'S KEY PRIORITIES

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

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCES IMPLICATIONS

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

TECHNOLOGY IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

CONSULTATION

13. 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

Changes to (Standing Orders) (England) (Amendment) Regulations 2015

EXECUTIVE SUMMARY

1. The report is to inform Members of the changes to the procedure, when dealing with the disciplining and dismissal of the Chief Executive (Head of Paid Service), Chief Finance Officer (Section 151 Officer) and Monitoring Officer as are set out in Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

EXEMPT REPORT

2. This is not exempt.

RECOMMENDATIONS

3. That Council incorporate the changes to standing orders (i.e. Employment Procedure Rules) in Section 8 of Part 4, paragraphs 6 and 7 of the Council's Constitution in respect of disciplinary action against the Head of Paid Service, its Monitoring Officer and Chief Finance Officer (Section 151 Officer) as set out in Appendix A.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. There is no impact of the citizens of Doncaster.

BACKGROUND

5. The Council's current process requires that disciplinary action cannot be taken against any of the protected officers other than in accordance with a report made by a Designated Independent Person (DIP). The process for the appointment of the DIP was set out in Statute (the Local Authorities (Standing Orders) (England) Regulations 2001) and the Council's own processes reflected the law. The law has been changed by the introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. The new Regulations have introduced new provisions about the procedure to be followed which includes the setting up of a Panel for the purposes of advising on matters relating to the dismissal of a Relevant Officer. The Council's existing Chief Officers Investigatory Sub Committee (the Panel) fulfils this purpose.

6. The new Regulations remove the requirement to engage a DIP but require the Panel to include at least 2 independent persons. There are statutory rules about the appointment of such persons. This will require the amendment of the terms of reference of the Panel. These recommendations are covered under a separate report to be dealt with at item 13 of today's meeting. At present we have one Independent Person, Phil Beavers, appointed under the Members' Code of Conduct regime (Section 28(7) of the Localism Act 2011) and he has agreed to also fulfil this role in the Panel if required. A further Independent Person will need to be appointed; the Regulations do allow use of an Independent Person appointed by another Council if necessary.
7. The Council also has a policy that governs the process of disciplining/dismissing the Relevant Officers. This policy will need to be amended to reflect the new provisions.

OPTIONS CONSIDERED

8. There are no other options that are appropriate for consideration.

REASONS FOR RECOMMENDED OPTION

9. The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 requires local authorities to incorporate the provisions set out on Appendix A on the first meeting of the authority falling after 11th May 2015.

IMPACT ON THE COUNCIL'S KEY PRIORITIES

10. There is no impact on the Council's Key Priorities

	Priority	Implications
	<p>We will support a strong economy where businesses can locate, grow and employ local people.</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> 	No impact
	<p>We will help people to 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> 	No impact

	<p>We will make Doncaster a better place to live, with cleaner, more sustainable communities.</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> 	No impact
	<p>We will support all families to thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	No impact
	<p>We will deliver modern value for money services.</p>	No impact
	<p>We will provide strong leadership and governance, working in partnership.</p>	No impact

RISKS AND ASSUMPTIONS

11. The legal requirement is to incorporate the new statutory provisions at the first meeting of the Authority after 11th May. Not agreeing to the changes will put the Authority in breach of these regulations.

LEGAL IMPLICATIONS

12. As is set out in the body of this report the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 requires the Council to incorporate the changes. There is no legal requirement to have a policy for the Panel to utilise but having a policy ensures all parties understand the process to be followed. The determining of the policy is not the remit of full Council.

FINANCIAL IMPLICATIONS

13. There are no financial implications.

HUMAN RESOURCES IMPLICATIONS

14. There are no human resources implications other than what is already covered within the report.

TECHNOLOGY IMPLICATIONS

15. There are no technology implications.

EQUALITY IMPLICATIONS

16. There are no equality implications.

CONSULTATION

17. Appropriate consultation will take place with the Relevant Officers on the changes and implications for those individuals affected.

This report has significant implications in terms of the following:

Procurement		Crime & Disorder	
Human Resources	x	Human Rights & Equalities	
Buildings, Land and Occupiers		Environment & Sustainability	
ICT		Capital Programme	

BACKGROUND PAPERS

18. None

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PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

These Procedure Rules are Standing Orders made under the Local Authorities (Standing Orders) (England) Regulations 2001, Local Authorities (Standing Orders) Regulations 1993 & Local Authority (Standing Orders) (England) (Amendment) Regulations 2015 & Local Government and Housing Act 1989.

Role of Chief Executive

1. The functions of appointment and dismissal of, and taking disciplinary action against, a member of staff of the authority must be discharged, on behalf of the authority, by the Officer designated under section 4(1) of the 1989 Act (designation and reports of Chief Executive) as the Head of the Authority's Paid Service or by an Officer nominated by him/her (and not by Members of the Council, except in accordance with Rule 8).

The Chief Executive has nominated all Directors, Assistant Directors and Heads of Service as Officers who can carry out on his/her behalf the functions of appointment and dismissal of, and taking disciplinary action against, a Member of staff, under Rule 1.

2. Rule 1 shall not apply to the appointment or dismissal of, or disciplinary action against those officers designated as Chief Officers: which shall include -
 - (a) the Officer designated as the Head of Paid Service;
 - (b) a statutory Chief Officer within the meaning of section 2(6) of the 1989 Act (politically restricted posts);
 - (c) a non-statutory Chief Officer within the meaning of section 2(7) of the 1989 Act;
 - (d) a person appointed in pursuance of section 9 of the 1989 Act (assistants for Political Groups); or
 - (e) a person appointed in pursuance of regulations under paragraph 6 of Schedule 1 to the Local Government Act 2000 (Mayor's Assistant).

PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

3. Recruitment and Appointment of all Officers

(a) Declarations

- (i) The Council will draw up a statement requiring any candidate for appointment as an Officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor, or the Mayor, or Officer of the Council or of the partner of such persons.
- (ii) No candidate so related to a Councillor or the Mayor or an Officer, or of a partner of such persons, shall be appointed without the authority of the relevant Chief Officer of the Council.

(b) Seeking Support for Appointment

- (i) Subject to paragraph (iii) below, the Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor or the Mayor for any appointment with the Council. The content of this paragraph (or words to similar effect) will be contained in any recruitment information.
- (ii) Subject to paragraph (iii) below, no Councillor nor the Mayor will seek to support any person for appointment with the Council.
- (iii) Nothing in this Rule will prevent a Councillor or the Mayor from giving a written reference for a candidate for submission in connection with an application for appointment.

4A. Recruitment of Chief Officers

- 4A.1 Where the Council proposes to appoint a Chief Officer (as defined by Rule 2 above), and it is not proposed that the appointment will be made exclusively from among their existing Officers, the Council will:

PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

- (a) Draw up a statement specifying:
 - (i) the duties of the Officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person appointed
 - (b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
 - (c) Make arrangements for a copy of the statement mentioned in paragraph (a)(i) to be sent to any person on request.
- 4A.2 Where a post has been advertised as provided in Procedure Rule 4.1(b), the Authority shall-
- (a) interview all qualified applicants for the post, or
 - (b) select a short list of such qualified applicants and interview those included on the short list.
- 4A.3 Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with Rule 4.1(b).
- 4A.4 Every appointment of a Chief Officer (as defined by Rule 2) shall be made by the Authority and the Chief Officer Appointments Committee (COAC), where at least one member of the appointed panel will be a member of the Executive, shall discharge that function.
- 4B. Recruitment of all Other Officers**
- 4B1 Where the Council proposes to recruit an officer other than as defined in Rule 2 above then the Council shall only recruit in accordance with its policies relating to Recruitment that it may have in place at any one time.

**PART 4
RULES OF PROCEDURE**

8. EMPLOYMENT PROCEDURE RULES

5A. Appointment and Dismissal of Chief Officers and Deputy Chief Officers

5A.1 In this Rule, "appointor" means, in relation to the appointment of a person as an Officer of the authority, the authority or, where a Committee, Sub-Committee or Officer is discharging the function of appointment on behalf of the authority, that Committee, Sub-Committee or Officer, as the case may be.

5A.2 An offer of an appointment as :-

- (a) the Officer designated as the Head of Paid Service;
- (b) a statutory Chief Officer within the meaning of section 2(6) of the 1989 Act (politically restricted posts);
- (c) a non-statutory Chief Officer within the meaning of section 2(7) of the 1989 Act;
- (d) a Deputy Chief Officer within the meaning of section 2(8) of the 1989 Act;

must not be made by the appointor until -

- (a) the appointor has notified the Proper Officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment;
- (b) the Chief Executive has notified every Member of the Executive of the authority of -
 - (i) the name of the person to whom the appointor wishes to make the offer;
 - (ii) any other particulars relevant to the appointment which the appointor has notified to the Proper Officer; and
 - (iii) the period within which any objection to the making of the offer is to be made by the Elected Mayor on behalf of the Executive to the Proper Officer; and

PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

- (c) either -
 - (i) the Elected Mayor has, within the period specified in the notice under Sub-paragraph (b)(iii), notified the appointor that neither he/she nor any other Member of the Executive has any objection to the making of the offer;
 - (ii) the Proper Officer has notified the appointor that no objection was received by him/her within that period from the Elected Mayor; or
 - (iii) the appointor is satisfied that any objection received from the Elected Mayor within that period is not material or is not well-founded.

5A.3 In this Rule, "dismissor" means, in relation to the dismissal of an Officer of the authority, the authority or, where a Committee, Sub-Committee or another Officer is discharging the function of dismissal on behalf of the authority, that Committee, Sub-Committee or other Officer, as the case may be.

5A.4 Notice of the dismissal of

- (a) the Officer designated as the Head of Paid Service;
- (b) a statutory Chief Officer within the meaning of section 2(6) of the 1989 Act (politically restricted posts);
- (c) a non-statutory Chief Officer within the meaning of section 2(7) of the 1989 Act;
- (d) a Deputy Chief Officer within the meaning of section 2(8) of the 1989 Act;

must not be given by the dismissor until -

- (a) the dismissor has notified the Chief Executive of the name of the person who the dismissor wishes to dismiss and any other particulars which the dismissor considers are relevant to the dismissal;

PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

- (b) the Chief Executive has notified every Member of the Executive of the authority of -
 - (i) the name of the person who the dismissor wishes to dismiss;
 - (ii) any other particulars relevant to the dismissal which the dismissor has notified to the Proper Officer; and
 - (iii) the period within which any objection to the dismissal is to be made by the Elected Mayor on behalf of the Executive to the Proper Officer; and
- (c) either -
 - (i) the Elected Mayor has, within the period specified in the notice under Sub-paragraph (b)(iii), notified the dismissor that neither he/she nor any other Member of the Executive has any objection to the dismissal;
 - (ii) the Chief Executive has notified the dismissor that no objection was received by him/her within that period from the Elected Mayor; or
 - (iii) the dismissor is satisfied that any objection received from the Elected Mayor within that period is not material or is not well-founded.

5B Appointment and dismissal of Officers other than Chief Officers and Deputy Chief Officers

- 5B.1 Where the Council proposes to appoint or dismiss an officer other than as defined in Rule 5A above then the Council shall only appoint or dismiss in accordance with its policies relating to Appointment and Dismissal that it may have in place at any one time.

PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

6. Additional Rule in Relation to Appointment of Chief Executive

Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the appointment of an officer designated as the Chief Executive (head of the authority's paid service), the authority must approve that appointment before an offer of appointment is made to that person.

7. Discipline of the Chief Executive, Monitoring Officer and Chief Finance Officer

7.1 Where a committee, sub-committee or officer is discharging, on behalf of the authority, the function of the dismissal of an officer designated as the head of the authority's paid service, as the authority's chief finance officer, or as the authority's monitoring officer, the authority must approve that dismissal before notice of dismissal is given to that person.

- 7.2
- (a) 'the 2011 Act' means the Localism Act 2011
 - (b) 'Chief finance officer', 'disciplinary action', 'head of the authority's paid service' and 'monitoring officer' have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001
 - (c) 'independent person' means a person appointed under s28(7) of the 2011 Act;
 - (d) 'local government elector' means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the Peoples Acts;
 - (e) 'the Panel' means a committee appointed by the authority under s102(4) of the Local government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
 - (f) 'relevant officer' means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer;
and
 - (g) 'relevant officer' means the chief finance officer, head of the authority's paid service or monitoring officer, as the case may be.

7.3 A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.

7.4 The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

- 7.5 In paragraph 7.4 'relevant independent person' means any independent person who has been appointed by the authority or, where there are fewer than two such persons , such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.
- 7.6 Subject to paragraph 7.7, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 7.4 in accordance with the following priority order-
- (a) a relevant independent person who has been appointed by the authority and who is a local government elector;
 - (b) any other relevant independent person who has been appointed by the authority;
 - (c) a relevant independent person who has been appointed by another authority or authorities;
- 7.7 An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 7.6 but may do so.
- 7.8 The authority must appoint any Panel at least 20 working days before the relevant meeting.
- 7.9 Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular-
- (a) any advice, views or recommendations of the Panel;
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representation from the relevant officer.
- 7.10 Any remuneration, allowances, or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

8. Additional Rules in Relation to Appointment of Political Assistants

- (a) no appointment of a Political Assistant to a Political Group shall be made until such posts have been allocated to all Political Groups which qualify,
- (b) no Political Assistant will be allocated to a Political Group which does not qualify for one,
- (c) nor shall more than one Political Assistant be allocated to a Political Group,
- (d) notwithstanding Rule 8(a)-(c) a Political Assistant to the Mayor may be appointed at any time. The Mayor must notify the Council in writing of the name, and terms and conditions of any Political Assistant so appointed.
- (e) the prohibition on the involvement of Members of the Council in the appointment of Officers does not apply to the appointment of Political Assistants.

9. Appeal Committees

Nothing in Rule 1 shall prevent a person from serving as a Member of any Committee or Sub-Committee established by the authority to consider an appeal by -

- (a) another person against any decision relating to the appointment of that other person as a Member of staff of the authority; or
- (b) a Member of staff of the authority against any decision relating to the dismissal of, or taking disciplinary action against, that Member of staff.

10. Definitions

In these Rules:

"the 1989 Act" means the Local Government and Housing Act;

"the 2000 Act" means the Local Government Act 2000;

"disciplinary action" has the same meaning as in the Local Authorities (Standing Orders) (England) Regulations 2001;

"Elected Mayor" and "Executive" have the same meaning as in Part II of the 2000 Act;

PART 4 RULES OF PROCEDURE

8. EMPLOYMENT PROCEDURE RULES

"Member of staff" means a person appointed to or holding a paid office or employment under the authority; and

"Proper Officer" means an Officer appointed by the authority for the purposes of the provisions in this Part (the Officer appointed is the Chief Executive).

Statutory and Guidance References

Local Government Act 1972 s112 and Schedule 12

Local Government and Housing Act 1989 s.7

1963 Model Standing Orders - Proceedings and Business of Local Authorities

Local Authority (Standing Orders) (England) (Amendment) Regulations 2015

Local Authority (Standing Orders) (England) Regulations 2001

Local Authority (Standing Orders) Regulations 1993

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

**COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF
REFERENCE FOR 2015/16**

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, to 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/Images/Part%20337-104788.pdf>.
6. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.

PROPOSED REVISIONS

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

(a) Audit Committee

Following the abolition of the Audit Commission in March 2015, the responsibility for appointing Local Authorities' External Auditors has been given to the Public Sector Audit Appointments Ltd, which is a wholly owned subsidiary of the Improvement and Development Agency (IDeA).

The revision to the Audit Committee's Terms of Reference reflects the fact that in future, the Committee will liaise with the Public Sector Appointments Ltd over the appointment of external auditors, rather than the Audit Commission.

(b) Chief Officers' Appointments Committee, Chief Officers Investigatory Sub-Committee and Chief Officers' Appeals Committee

Statutory legislative amendments to the Local Authorities Standing Orders (England) (Amendment) Regulations 2015, has required the above three relevant Committee Terms of Reference to also be amended to ensure they align and adhere to these required changes which affect the Council's Chief Officers (Relevant Officers) of Chief Executive (Head of Paid Service), Chief Finance Officer (Section 151 Officer) and the Monitoring Officer.

(c) Joint Safety Committee

Revisions have been made to these terms of reference to better reflect and focus on the key responsibilities. The amendments streamline some monitoring actions that are better addressed and reported through the required safety audit reports and key control measures identified through risk assessments.

(d) Health & Wellbeing Board

Revisions have been made to these terms of reference to make more explicit the role of the Board with regard to financial decision making. Specifically the role of the Board is to propose financial strategies and funding mechanisms e.g. pooled budgets but the ultimate decision on financial matters is with the accountable bodies.

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 PRIORITIES

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

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. The Human Resources implications are contained within paragraph 7(b) of the 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.

BACKGROUND PAPERS

None

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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, 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 ~~Audit Commission~~ **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 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 ~~quarterly~~ **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.

EMPLOYEE RELATIONS (DISPUTES RESOLUTION) COMMITTEE

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

1. To consider disputes of a collective nature, or which have collective application, not resolved through the Corporate Negotiating Group, in line with Part 3 – Disputes Resolution, of the Industrial Relations Framework.

CHIEF OFFICERS' APPOINTMENTS COMMITTEE

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

1. To exercise the Full Council's functions under Part 3 and the Employment Procedure Rules of this Constitution in respect of appointment of Chief Officers **of** (Chief Executive (Head of Paid Service), Directors, Monitoring Officer and **Chief Finance Officer** (Section 151 Officer)).
2. To establish an appointment panel comprising five members of **the** Chief Officers' Appointments Committee, plus two members of the Cabinet nominated by the Mayor for each Chief Officer Post to be appointed to. **Full Council approval is required for the appointment of the three Relevant Officers – Chief Executive (Head of Paid Service), Monitoring Officer and Chief Finance Officer (Section 151 Officer).**
3. To compromise any claims or agree terms for the settlement of any dispute involving Chief Officers (~~Chief of~~ **Chief Executive** (Head of Paid Service), Directors, Monitoring Officer and **Chief Finance Officer** (Section 151 Officer)).

CHIEF OFFICERS' INVESTIGATORY SUB-COMMITTEE

This Sub-Committee is a Sub-Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972 **and in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015; including the appointment of such relevant independent persons.**

DELEGATED MATTERS:-

~~To carry out the following functions of the Chief Officers Appointments Committee in~~ relation to the **Chief Executive** (Head of Paid Service), Monitoring Officer and **Chief Finance Officer** (Section 151 Officer).

- ~~i.~~ To discharge the functions of the **Panel as defined by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. "Investigating Committee/Investigating Panel" as set out in the national and local Conditions of Service.**
- ii. To consider any allegations made against the **Chief Executive** (Head of Paid Service), Monitoring Officer or **Chief Finance Officer** (Section 151 Officer) and decide if further investigation is required, to undertake suspension and take disciplinary action short of dismissal.
- ~~iii.~~ To carry out a ~~n preliminary~~ investigation and determine if a question of discipline exists which ~~requires investigation by a Designated Independent Person~~ **requires disciplinary action to be taken.**
- ~~iii.~~iv. **To make recommendations to Full Council for approval of any proposed dismissal before notice is given to the Chief Executive (Head of Paid Service), Monitoring Officer or Chief Finance Officer (Section 151 Officer).**

CHIEF OFFICERS' APPEALS COMMITTEE

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

1. To hear appeals against decisions of the Chief Officers' Appointments Committee.
2. To hear appeals against any action short of dismissal taken by the Investigatory Sub-Committee against the Chief Executive (Head of Paid Service), **Chief Finance Officer** (Section 151 Officer) and Monitoring Officer.
3. To hear appeals against decisions to dismiss or action short of dismissal taken by the Chief Executive.

JOINT SAFETY COMMITTEE

The Joint Safety Committee is not a Committee of the Council for the purposes of Sections 101 and 102 of the Local Government Act 1972.

SERVICE RESPONSIBILITIES

To meet its objectives, the safety committee may:

- Examine accident/incident trends and recommend corrective action.
- Examine safety audit reports.
- Consider reports provided by the enforcing authority. (HSE – Health and Safety Executive).
- Assist in developing safety rules and safe systems of work.
- Monitor the effectiveness of safety training for employees.
- ~~Monitor the adequacy of Health and Safety communication and publicity in the workplace.~~
- ~~Monitor the introduction of any measures in the workplace which may substantially affect the Health and Safety of employees and/or others.~~
- ~~Monitor the introduction of new technologies into the workplace which may have Health and Safety consequences for employees and/or others.~~
- Monitor changes to Health and Safety legislation which are likely to have an impact on the organisation.
- Monitor the implementation of the organisational procedures of the Health and Safety Management System.
- Monitor the implementation of risk control measures identified by risk assessments.
- ~~Monitor the allocation of resources for Health and Safety.~~
- ~~Decide how the safety committee will disseminate the minutes of the meetings.~~
- ~~Identify the need for the provision of any facilities and assistance the Committee may reasonably require to carry out its functions.~~
- ~~Specify the competencies required of committee members.~~
- ~~Constantly review any or all of the foregoing terms of reference.~~

DONCASTER HEALTH AND WELLBEING BOARD

1. Purpose

- 1.1** The purpose of the Board is to improve the health and wellbeing for the residents of the Doncaster Metropolitan Borough and to reduce inequalities in outcomes. The Health and Social Care Act assigns specific new functions to the Health and Wellbeing Board including leading on the Joint Strategic Needs Assessment (JSNA) together with leading on the development of a Joint Health and Wellbeing Strategy (JHWS).

The Health and Wellbeing Board will not be a commissioning body. The accountability for commissioning decisions will remain with the commissioners.

2. Aims

- 2.1** The primary aim of the Board is to promote integration and partnership working between the local authority, NHS and other local services and improve the local democratic accountability of health.

3 Role and Functions

- 3.1** In accordance with the requirements of the Health and Social Care Act 2012, the Doncaster Health and Wellbeing Board is a formally constituted Committee of the Council in accordance with the requirements of the Local Government Act 1972, as amended.

For recommendation to Council.

Adoption of the Health and Wellbeing Strategy.

3.2 Key Responsibilities

- Provide strategic leadership to promote health and wellbeing in and ensure that statutory duties are complied with;
- Assess the needs of the local population by leading the development of and monitoring the impact of the JSNA;
- To oversee the development of and monitoring the implementation of a joint Health and Wellbeing Strategy ensuring that issues highlighted in the strategy are taken forward by commissioners;
- To involve third parties and have regard to the NHS Commissioning Board mandate and statutory guidance in the preparation of the JSNA and JHWS.
- Promote integrated working and partnership working between health and social care, through joined up commissioning plans.

- Work effectively with and through partnership bodies, with clear lines of accountability and communication, including the Local Safeguarding Boards;
- Build effective relationships with supra-local structures e.g. NHS Commissioning Board, Public Health England;
- Take a strategic approach and promote integration across health and adult social care, children's services, including safeguarding and the wider determinants of health;
- Building partnership for service changes and priorities.

3.3 Duties

In discharging the role above, the specific duties of the Health and Wellbeing Board are as follows:

- Ensure joint arrangements are in place to agree priority areas for investment to support health and social care.
- Focus on driving up whole system quality and ensure that opportunities for gains in both productivity and efficiency that are available across the local economy are maximised.
- **Make recommendations on the use of** ~~Consider options to promote the use of~~ freedoms and flexibilities to deliver the core purpose of the board e.g. pooled budgets, joint commissioning, place based budgets;
- Ensure that Commissioning Plans produced by all parties are joined up and that in relation to productivity and efficiency there is a high level of transparency between the NHS and Local Authority.
- Ensure that Commissioning Plans are consistent and in accordance with the Health and Wellbeing Strategy.
- Conduct an open and equal dialogue with the NHS Commissioning Board highlighting views on the relationship and effectiveness of national decision-making to the needs of the local population as defined in the Health and Wellbeing Strategy.
- Review how well commissioning plans have contributed to the delivery of the Health and Wellbeing Strategy.
- Consider the contributions that the Clinical Commissioning Group, the Council and other Partners have made to the successful delivery of the Joint Health and Wellbeing Strategy when conducting its annual performance assessment of the CCG.

- Produce and maintain a Pharmaceutical Needs Assessment.
- To agree and monitor the delivery of the Better Care Fund ***and make recommendations on the financial strategy to deliver the Better Care fund to the relevant statutory bodies.***

4. Arrangements for the Conduct of Business

4.1 Conduct of Meetings

Meetings are to be conducted in accordance with the Council's Procedure Rules.

4.2 Chairing the Meetings

The Chair will be the Cabinet Member responsible for public health.

4.3 Quorum

The quorum will be no less than four members of the Board.

Agenda Item No: 14
22nd May, 2015

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

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

EXECUTIVE SUMMARY

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

RECOMMENDATIONS

3. That the Council:-
 - (1) resolves before any adjustments are determined, that seats on Committees and Sub-Committees are allocated, as set out in the Table at paragraph 25 of the report;
 - (2) determines the necessary adjustments that:-
 - (a) the Conservative Group lose 1 seat on 2 different Committees/Sub-Committees; and
 - (b) the Mexborough First Group lose 1 seat on a different Committee/Sub-Committee;
 - (3) as a consequence of the loss of the 3 seats at (2) above, allocate 2 seats to the UKIP Group and 1 seat to the Independent Member, Councillor John Cooke;

- (4) determines the appointment of Members to Committees and Sub-Committees in accordance with the wishes of Political Groups;
- (5) notes that in appointing members to the Audit Committee, in accordance with CIPFA guidance, any Member appointed to Cabinet, should not be a member of the Audit Committee;
- (6) notes the requirement to include at least one Executive Member on the Chief Officers Appointments Committee;
- (7) determines the appointment of Members as substitutes in respect of the following Committees and Sub-Committees, in accordance with the wishes of Political Groups:-
 - (a) Chief Officers Appointments Committee
 - (b) Chief Officers Appeals Committee
 - (c) Employee Relations Disputes Resolutions Committee
- (8) for the reasons set out at paragraph 8(iii) of the report, agree that the rules of proportionality do not apply to the Licensing Committee;
- (9) subject to (8) above, appoint Members to sit on the Licensing Committee (14 Members);
- (10) determines the appointment of Members to the following:-
 - (a) Joint Safety Committee (4 Members + 4 Substitutes)
(3 Labour Group Members and 1 Conservative Group Member);
 - (b) Parish Councils' Joint Consultative Committee (6 non-executive Members on a political proportionate basis (5 Labour Group Members and 1 Conservative Group Member); and
 - (c) Member Development Working Group (Cabinet Member with responsibility for Member Training and Development and 1 Member from each Political Group).
- (11) approve the addition of the Portfolio Holder with responsibility for Adult Social Care and a representative from South Yorkshire Fire and Rescue, to the membership of Health & Wellbeing Board, for the reasons set out at paragraph 55 of the report.
- (12) endorse the appointments of John Hoare as the Church of England representative and Damien Thorpe as the Roman Catholic representative on the Children and Young People's Overview and Scrutiny Panel and on the OSMC where this is considering issues relating to education matters;
- (13) agree that future appointments made during the course of the year to any of the Co-opted Member vacancies, be determined by the Overview and Scrutiny Management Committee;

- (14) determines the appointment of workforce representatives as non-voting invitees onto the Overview and Scrutiny Management Committee and the Standing Panels, as detailed at paragraph 44 to 45 of the report;
- (15) agree that the Overview and Scrutiny Management Committee appoint as necessary, any further non-voting invitees to its membership or the membership of the Standing Panels during the course of the year, should it deem necessary; and
- (16) agree that future reviews on the proportional allocation of seats on Committees and Sub-Committees, be limited to the Annual Meeting and if appropriate, a mid-point in the year.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

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

BACKGROUND

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

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

- (ii) Proportionality will not apply to the Overview and Scrutiny Management Committee or the four Overview & Scrutiny Standing Panels in order to maximise cross-party representation;
 - (iii) The Licensing Committee, set up under the Licensing Act 2003, need not be politically proportionate. However, in seeking nominations from Group Leaders onto these 14 seats, these have been sought in proportion to the overall composition on the Council. The appointment of Licensing Sub-Committees to conduct hearings under Section 10 of the Licensing Act 2003, is a statutory function reserved by the Act to the statutory Licensing Committee. Accordingly, it is a matter for the Licensing Committee to appoint these Sub-Committees and to schedule any required meetings; and
 - (iv) Proportionality does not apply to the Health and Wellbeing Board in accordance with legislative requirements
9. The Elected Mayor has reviewed her appointments to the Cabinet for the discharge of Executive functions which is contained elsewhere on today's agenda. In accordance with the provisions set out in the Local Government Act 2000, the Cabinet is not a Committee of the Council; it can comprise of single party representation and therefore, is not subject to the rules on the proportional allocation of seats. Members appointed to sit on the Executive (Cabinet), cannot also be appointed to Overview and Scrutiny Management Committee or any of the Scrutiny Panels.
10. In accordance with CIPFA guidance, the Audit Committee should be free from Executive Members. Therefore, it is recommended that any Member who is appointed to Cabinet, should not be a member of the Audit Committee.

LEGAL IMPLICATIONS

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

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

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

ALLOCATION OF SEATS

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

ALLOCATION OF SEATS ON COMMITTEES

20. The total number of seats allocated to each particular Political Group on all Committees, must be in the same proportion as is borne by the number of Members of that Group on the Council. This means that out of a total of 60 seats, 59 seats are allocated to the Political Groups on the following proportional basis:-

Labour	- 45	i.e.	42/56
Conservatives	- 9	i.e.	8/56
Mexborough First	- 3	i.e.	3/56
UKIP	- 2	i.e.	2/56

21. This completes the allocation of seats to Political Groups. The remaining 1 seat is allocated to the 1 Member of the Council who is an Independent Member who is not affiliated to any of the Political Groups registered with the Council for the purposes of political proportionality under the provisions of the 1989 Act. i.e. Councillor John Cooke.

PROPORTIONAL ALLOCATION OF SEATS

22. The seat entitlement of Political Groups on Committees and Sub-Committees of 11, 7 and 5, is calculated by dividing the number of seats available on the Committee between the Groups in the same proportion as the number of seats a Group has on the Council, e.g. on a Committee of 11 for the Labour Group $42 \div 56 \times 11 = 8.25$ seats. The table below shows the allocation for all Groups on the Council:-

	5	7	11
Labour	3.75	5.25	8.25
Conservative	0.71	1	1.57
Mexborough First	0.27	0.38	0.59
UKIP	0.18	0.25	0.39

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

Firstly, consider 'whole' seat entitlement.

Labour	8
Conservatives	1

This completes the whole seat allocation to Political Groups.

24. Secondly, the remaining 2 seats are allocated to the remaining Groups with the best proportional fit, indicated by the remaining "part" figure i.e. 1 seat to the Mexborough First (0.59 entitlement) and 1 seat to the Conservative Group (0.57 entitlement). The same method is applied to the remaining Committees which have 11 seats, the Awards, Grants and Transport (Appeals) Committee which has 7 seats and the remaining Committees and Sub-Committees which have 5 seats each. This completes the allocation of seats to Political Groups.

CONSULTATION

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

	LABOUR	CONSERVATIVE	MEXBOROUGH FIRST	UKIP	
COMMITTEE	Seats Allocated	Seats Allocated	Seats Allocated	Seats Allocated	Total No. of Seats on Committee
PLANNING	8	2	1	0	11
ELECTIONS & DEMOCRATIC STRUCTURES	8	2	1	0	11
CHIEF OFFICERS APPOINTMENTS	8	2	1	0	11
AWARDS, GRANTS & TRANSPORT (APPEALS)	5	1	1	0	7
AUDIT	4	1	0	0	5
CHIEF OFFICERS APPEALS	4	1	0	0	5
EMPLOYEE RELATIONS DISPUTES RESOLUTION	4	1	0	0	5
CHIEF OFFICERS INVESTIGATORY SUB	4	1	0	0	5
TOTAL ALLOCATED	45	11	4	0	60
Required Seat Allocation	45	9	3	2	59
Adjustments Required	0	- 2	-1	+2	-1

26. It can be seen that this initial allocation to provide proportionality on individual Committees and Sub-Committees, results in the Conservative and Mexborough First Groups being over represented by 2 seats and 1 seat respectively.
27. The Conservative Group would receive 11 seats in total when it is only entitled to 9 seats and the Mexborough First Group would receive 4 seats in total when it is only entitled to 3 seats.
28. Adjustments are therefore required and the Council must decide:-
 - (i) to remove a Conservative Group seat on 2 different Committees/Sub-Committees;
 - (ii) to remove a Mexborough First Group seat on 1 different Committee/Sub-Committee **(This should not be on any of the Committees/Sub-Committees that Conservative Group has given up a seat)**; and
 - (iv) following the adjustments chosen under (i) and (ii) above, determine the allocation of the 3 seats, 2 seats to the UKIP Group and the 1 seat to the Independent Member, Councillor John Cooke.
29. Political Groups have been asked to express a view on which Committees they would prefer to have reduced representation to assist the Council in determining where adjustments should be made. The Council may (but is not compelled to) take these representations into account when determining final seat allocation. Members are reminded that Executive (Cabinet) Members cannot sit on Overview and Scrutiny Committees.
30. These allocations give effect so far as reasonably practicable to the requirements of the Act. It remains open to Members to agree a different allocation, but only if no Member votes against such proposals. If such agreement cannot be reached, the Council has no alternative but to act in accordance with the principles set out in paragraph 15 of this report.

APPOINTMENT OF MEMBERS TO COMMITTEES

31. Following determination of the allocation of seats to Political Groups, Council must appoint named Members to each Committee. Political Groups have been asked to indicate their wishes as to which Members are appointed to which Committee/Sub-Committee. A composite nominations list will be circulated to Members prior to the meeting.

32. The Council must appoint Members to Committees and Sub-Committees in accordance with the wishes of Political Groups and may take into account (but is not compelled to follow) the wishes of any Independent Members. (In the context of Doncaster, this means any Member not in a registered Political Group). For a Political Group to be recognised for the purpose of seat allocation, the Group must have a minimum of 2 Members.

Chief Officers Appointments Committee

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

Planning and Licensing Committees

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

Audit Committee

35. In addition to appointing 5 Elected Members to the Audit Committee, the Committee has appointed one non-voting co-opted Member with a financial background to this Committee; this is in line with CIPFA best practice. In addition to the above, the Committee will have a pool of 4 further co-opted members who will be called upon as and when required, to attend as members of the Hearings Panel to hear Code of Conduct complaints against Councillors.

Overview and Scrutiny

36. The current Overview and Scrutiny structure was agreed in January 2014 to take account of best practice and changes to the size of the Council with effect from May 2015. As a result of this change OSMC's role is now more focused on Scrutiny, holding to account and performance review. The Panels' focus is generally task and finish reviews and policy development work with some elements of Scrutiny of Council, partnerships and other external agencies. A brief overview of the remit of each Overview and Scrutiny body is detailed below:-

- **Overview and Scrutiny Management Committee** – to agree and co-ordinate the work programmes of the four standing Panels. To regularly consider performance and budget, to undertake pre decision Scrutiny of Council and partnership issues.

- **Children and Young People’s Panel** – to consider issues relating to improved outcomes for Children and Young People including CYPS Directorate, the Children’s Trust and other areas undertaken by partners;
- **Regeneration & Housing** – to consider issues relating to regeneration, economic development, strategic transport and Housing;
- **Community & Environment** – to consider neighbourhood issues, street scene and Highways, community safety as well as environmental issues, and
- **Health and Adult Social Care** – to consider issues that fall within the remit of Public Health Directorate, Adult social Care and wider Health issues.

37. The membership of each standing Panel is 9 elected Members. However, there is also additional workforce representatives and co-opted Members on the Panels as detailed below at paragraphs 44 to 45.

38. To maximize cross-party representation political proportionality to the scrutiny function is disappplied. If proportionality was applied to OSMC and the Scrutiny Panels the total number of seats available to each group and the independent Member, Councillor John Cooke would be as follows:-

Labour	33
Conservatives	6
Mexborough First	2
UKIP	2
Independent	1

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

39. The Vice-Chairs of the standing Panels to substitute for Panel Chairs where they are unable to attend OSMC. Council is asked to note that when appointing to OSMC/Overview and Scrutiny Panels that in accordance with Overview and Scrutiny Procedure Rule 3b, not all Chairs and Vice-Chairs are to be drawn from the same party group.

40. In terms of fulfilling its statutory Health Scrutiny function this is undertaken by the Health and Adult Social Care Panel and the statutory scrutiny functions around Crime and Disorder will be undertaken by the Community and Environment Scrutiny Panel.

Overview and Scrutiny Invitees and Co-opted Members

41. In accordance with Rule 2 of the Overview and Scrutiny Procedure Rules, the Scrutiny body which has Education within its remit, will have the following co-optees on its Membership:-
- At least one Church of England Diocese representative.
 - At least one Roman Catholic Diocese representative.
 - Between 2 and 5 (currently 3) Parent Governor representatives within its Membership who are entitled to vote on issues relating to education.
42. Members are asked to note that vacancies currently exist for three Parent Governor representatives covering Primary, Secondary and Special School sectors. Arrangements were made last year to seek nominations to these vacancies, but no nominations were received. Further efforts will be made to fill these vacancies (the regulations guiding this process require an election to be held following the receipt of nominations).
43. The membership also allows for two faith representatives on the Panel or Committee that considers education issues our current arrangements allow for one representative from the Church of England and one from the Roman Catholic faith nominated by the Hallam Diocese. John Hoare has been nominated to represent the Church of England Diocese. Damien Thorpe has been nominated as the Roman Catholic nomination. Under the current structure, Council is asked to note that the co-optees may be invited to attend both meetings of the Children and Young People's Panel, and also OSMC where it considers issues relating to education. These co-opted Members have full voting rights on issues relating to education. They can contribute to debate and discussions around other Children's issues but may not vote.
44. All Panels currently have a workforce representative who serve as an invitee, but do not have voting rights. Their purpose is to ensure workforce issues are represented during discussion. They are not appointed to represent their own views, association or individual members. Consultation is currently underway with the relevant Unions to identify named individuals to serve on OSMC/the Panels as non-voting invitees. Should details of the proposed representatives not be available for the meeting, it is recommended that OSMC make the appointment of any outstanding workforce representatives.

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

Appointment of Chairs and Vice-Chairs of Committees

49. Council is reminded that it agreed at its meeting of 3rd March, 2015, that Members should not take up the role of Chair of a Committee unless they have attended Chairs training within a three year period. Training on Effective Chairing has been arranged for 1st June at 10 a.m., 3rd June at 5.30 p.m. and 18th June at 3.00 p.m. to provide an opportunity for current or prospective Chairs to undertake this training.

OTHER COMMITTEE APPOINTMENTS TO DISCHARGE COUNCIL FUNCTIONS

Joint Safety Committee

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

Member Development Working Group

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

Parish Councils' Joint Consultative Committee (PCJCC)

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

Health and Wellbeing Board

53. Under the Health and Social Care Act 2012, the Health and Wellbeing Board was established as a Statutory Committee of the Council from 1st April, 2013. The core membership of the Board is set out in statute and shown below in italics:-

- *Director of Adults, Health and Wellbeing*
- *Director of Learning and Opportunities; Children and Young People*
- *Director of Public Health*
- *Chair of Healthwatch Doncaster*
- *Chair of Doncaster Clinical Commissioning Group*
- *Portfolio Holder with responsibility for Public Health*
- *Portfolio Holder with responsibility for Children's Services*

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

- Majority Opposition Group representative
- Chief Executive of Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
- Doncaster and Bassetlaw Hospitals NHS Foundation Trust (DBHFT)
- Head of Co-Commissioning, NHS England (Yorkshire & Humber)
- Chief Officer, Doncaster Clinical Commissioning Group
- District Commander for Doncaster – South Yorkshire Police
- Chief Executive, St Leger Homes
- Chief Executive, New Horizons
- Chief Executive, Doncaster CVS
- Chair of Doncaster Children's Services Trust

55. In light of operational experience in the way the Board conducts its business and to ensure that there is a fully inclusive approach in the contribution, development and delivery of strategy, it is proposed that the Board Membership now include the following key partner:-

- Portfolio Holder with responsibility for Adult Social Care
- South Yorkshire Fire and Rescue

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

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

IMPACT ON THE COUNCIL'S KEY PRIORITIES

57. This report has no direct impact on the Council's Key Priorities. By appointing to Committees in line with recommendations within this report, the Council satisfies its legal requirements for appointments to Committees.

RISKS AND ASSUMPTIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCES IMPLICATIONS

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

TECHNOLOGY IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

BACKGROUND PAPERS:

Report to Council - 13th June, 2014 - Local Government & Housing Act 1989 - Review of Allocation of Seats on Committees & Sub-Committees.

Report to Council - 27th November, 2014 - Local Government & Housing Act 1989 - 6 Month Review of the Allocation of Seats on Committees & Sub-Committees.

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Jo Miller
Chief Executive

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 PRIORITIES

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

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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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	

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To the Chair and Members of the COUNCIL

DIARY OF MEETINGS – 2015/16

EXECUTIVE SUMMARY

1. The purpose of this report is to approve a schedule of meetings for the 2015/16 Municipal Year.

RECOMMENDATION

2. The Council is asked to:-
 - (1) approve the proposed Diary of Meetings for the 2015/16 Municipal Year, attached at Appendix A; and
 - (2) 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 2015/16 Municipal Year and publishing the Forward Plan of key decisions provides an opportunity for citizens of the Borough to engage in the democratic process; where provided for in the Council's Constitution, questions can be asked at Council meetings and its Committees.

BACKGROUND

4. At its meeting on 3rd March, 2015, the Council considered a report outlining a proposed Diary of Meetings for 2015/16, upon which comments were sought and these are now reflected in the schedule attached at Appendix A.

Issues to note

5. As last year, the frequency of Council meetings has been retained at six with evening meetings starting at 6.00pm being held in the months of July and September.
6. In order to comply with the statutory timescale for agreeing the Council Budget and setting the Council Tax, this issue will be determined at the Council meeting in March 2016.
7. Meetings have been kept to a minimum during peak holiday periods in late July/August and over the Christmas period.

8. As there will be no scheduled Borough Council Elections in 2016, there is an opportunity to bring forward the date of the Annual meeting of Council next year. By moving this meeting to the first Friday in May, it provides an opportunity for Committees of Council, particularly Overview and Scrutiny, to progress work programmes earlier in advance of the summer recess.
9. A schedule of Cabinet Meetings approved by the Mayor of Doncaster, has been incorporated in the Diary of Meetings.
10. The dates for Overview and Scrutiny Management Committee meetings have been diarised to ensure that they synchronise with the budget setting process and coincide with the publication of the quarterly Performance and Improvement reports, in order to be considered in a timely manner.
11. Dates for Member Training sessions and monthly Member Seminars, have been programmed during the Municipal Year.

The E-Diary

12. The Committee ICT system provides for one click access to the Diary of Meetings from the Intranet home page and 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 and contribute where provided for in the Council's Constitution. When additional meetings, Members Training events and Seminars are organised, the diary is updated to maintain an accurate list of known Member commitments from a DMBC perspective. Members are encouraged to regularly check the Council's electronic diary to ensure that their own records are up to date and are aware of any changes to scheduled meetings that may have occurred.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

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

IMPACT ON THE COUNCIL'S KEY PRIORITIES

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

RISKS AND ASSUMPTIONS

15. There are no identified risks associated with this report. The Diary has been drafted based on the provisional diary agreed by Council on 3rd March, 2015.

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCES IMPLICATIONS

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

TECHNOLOGY IMPLICATIONS

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

EQUALITY IMPLICATIONS

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

CONSULTATION

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

BACKGROUND PAPERS

Report to Council on 3rd March, 2015 (Proposed Diary of Meetings 2015/16)

REPORT AUTHOR AND CONTACT OFFICER

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Jo Miller
Chief Executive

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Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	4 th May, 2015	11 th May, 2015	18 th May, 2015	25 th May, 2015
M O N D A Y	BANK HOLIDAY			BANK HOLIDAY
T U E S D A Y				2.00 pm Planning Committee Member Training
W E D N E S D A Y			5.30 pm Labour Group Meeting AGM (Part 2)	9.00 am Licensing Committee Member Training
T H U R S D A Y	BOROUGH COUNCIL, PARISH COUNCIL & PARLIAMENTARY ELECTIONS	5.30 pm Labour Group Meeting AGM (Part 1)		
F R I D A Y			9.00 am Group Meetings 11.00 am ANNUAL COUNCIL MEETING	9.30 am Planning Committee Visits

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	1 st June, 2015	8 th June, 2015	15 th June, 2015	22 nd June, 2015	29 th June, 2015
M O N D A Y	10.00 am Effective Chairing Member Training 3.00 p.m. Adult Safeguarding Member Training	Members' Seminar (Subject matter to be confirmed)	10.00 a.m. Health & Safety Member Training		10.00 am Equalities Member Training
T U E S D A Y	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee	10.00 am Scrutiny & Challenge Member Training 3.00 pm Performance Management Member Training	10.00 am Cabinet	9.30 am Informal Regeneration & Housing Overview & Scrutiny Panel 11.00 am Informal Children & Young Peoples Overview & Scrutiny Panel	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	10.00 am Informal Communities & Environment Overview & Scrutiny Panel 2.00 pm Informal Overview & Scrutiny Management Committee 5.30 pm Effective Chairing Member Training	10.00 am Audit Committee Member Training 2.00 p.m. Childrens Safeguarding Member Training		10.00 a.m. Information Governance including Data Protection Member Training	
T H U R S D A Y	9.30 am Health & Wellbeing Board	3.00 pm Questioning & Listening Skills Member Training 5.30 pm Local Government Finance Member Training	3.00 pm Effective Chairing Member Training	10.00 am Overview & Scrutiny Management Committee 2.00 pm Licensing Committee 5.30 pm Questioning & Listening Skills Member Training	
F R I D A Y	10.30 am Informal Health & Adult Social Care Overview & Scrutiny Panel	10.00 am Overview & Scrutiny Management Committee		9.30 am Planning Committee Visits	

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Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	6 th July, 2015	13 th July, 2015	20 th July, 2015	27 th July, 2015
M O N D A Y	Members' Seminar (Subject matter to be confirmed) 5.30 pm Scrutiny & Challenge Member Training	3.00 pm Local Government Finance Member Training		5.30 pm Labour Group Meeting
T U E S D A Y	7 th July, 2015 10.00 am Elections & Democratic Structures Committee 1.00 pm Parish Councils' Joint Consultative Committee	14 th July, 2015 10.00 am Cabinet 5.30 p.m. Health & Safety Member Training	21 st July, 2015 12 noon Deadline for Questions & Motions for Council	28 th July, 2015 10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	1 st July, 2015 2.30 pm Corporate Parenting Member Training 5.30 pm Performance Management Member Training	8 th July, 2015 5.30 pm Labour Group Meeting	15 th July, 2015 10.00 a.m. Adult Safeguarding Member Training 5.30 pm Childrens Safeguarding Member Training	22 nd July, 2015 5.30 pm Information Governance including Data Protection Member Training
T H U R S D A Y	2 nd July, 2015 10.00 am Children & Young People's Overview & Scrutiny Panel	9 th July, 2015 10.00 am Overview & Scrutiny provisional meeting	16 th July, 2015 10.00 am Overview & Scrutiny Management Committee 2.00 pm Audit Committee	23 rd July, 2015 1.00pm Joint Safety Committee
F R I D A Y	3 rd July, 2015	10 th July, 2015	17 th July, 2015	24 th July, 2015 9.30 am Planning Committee Visits
				29 th July, 2015 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel 5.30 pm Equalities Member Training
				30 th July, 2015 5.00 pm Group Meetings 6.00 pm COUNCIL
				31 st July, 2015

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	3 rd August, 2015	10 th August, 2015	17 th August, 2015	24 th August, 2015	31 st August, 2015
M O N D A Y					BANK HOLIDAY
T U E S D A Y	4 th August, 2015	11 th August, 2015 10.00 am Cabinet 10.00 am Overview & Scrutiny provisional meeting	18 th August, 2015	25 th August, 2015 12 noon Planning Training 2.00 pm Planning Committee	
W E D N E S D A Y	5 th August, 2015	12 th August, 2015	19 th August, 2015	26 th August, 2015	
T H U R S D A Y	6 th August, 2015	13 th August, 2015	20 th August, 2015	27 th August, 2015	
F R I D A Y	7 th August, 2015	14 th August, 2015	21 st August, 2015 9.30 am Planning Committee Visits	28 th August, 2015	

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

		7 th September, 2015	14 th September, 2015	21 st September, 2015	28 th September, 2015
M O N D A Y		10.00 am Corporate Parenting Member Training 3.00 pm Information Governance including Data Protection Member Training	10.00 am Local Government Finance Member Training	10.00 am Scrutiny & Challenge Member Training 5.30 pm Labour Group Meeting	3.00 pm Health & Safety Member Training
	1 st September, 2015	8 th September, 2015	15 th September, 2015	22 nd September, 2015	29 th September, 2015
T U E S D A Y	10.00 am Awards Grants & Transport (Appeals) Committee	10.00 am Cabinet 5.30 p.m. Adult Safeguarding Member Training	12 noon Deadline for Questions & Motions for Council	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee	3.00 pm Equalities Member Training 5.30 pm Corporate Parenting Member Training
	2 nd September, 2015	9 th September, 2015	16 th September, 2015	23 rd September, 2015	30 th September, 2015
W E D N E S D A Y		10.00 am Performance Management Member Training 5.30 pm Labour Group Meeting	10.00 am Overview & Scrutiny provisional meeting 2.00 pm Audit Committee	10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
	3 rd September, 2015	10 th September, 2015	17 th September, 2015	24 th September, 2015	
T H U R S D A Y	9.30 am Health & Wellbeing Board 10.00 am Overview & Scrutiny Management Committee	10.00 am Childrens Safeguarding Member Training	10.00 am Licensing Committee 2.00 p.m. Children & Young People's Overview & Scrutiny Panel	5.00 pm Group Meetings 6.00 pm COUNCIL	
	4 th September, 2015	11 th September, 2015	18 th September, 2015	25 th September, 2015	
F R I D A Y		10.00am Questioning & Listening Skills Member Training	9.30 am Planning Committee Visits		

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	5 th October, 2015	12 th October, 2015	19 th October, 2015	26 th October, 2015
M O N D A Y	Members' Seminar (Subject matter to be confirmed)			
	6 th October, 2015	13 th October, 2015	20 th October, 2015	27 th October, 2015
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	
	7 th October, 2015	14 th October, 2015	21 st October, 2015	28 th October, 2015
W E D N E S D A Y			5.30 pm Labour Group Meeting	
	1 st October, 2015	8 th October, 2015	15 th October, 2015	22 nd October, 2015
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee		1.00 pm Joint Safety Committee	
	2 nd October, 2015	9 th October, 2015	16 th October, 2015	23 rd October, 2015
F R I D A Y		9.30 am Planning Committee Visits	10.00 am Overview & Scrutiny provisional meeting	
				30 th October, 2015

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	2 nd November, 2015	9 th November, 2015	16 th November, 2015	23 rd November, 2015	30 th November, 2015
M O N D A Y	Members' Seminar (Subject matter to be confirmed)			5.30 pm Labour Group Meeting	
T U E S D A Y	3 rd November, 2015 10.00 am Cabinet	10 th November, 2015 10.00 am Overview & Scrutiny provisional meeting 1.00 pm Parish Councils' Joint Consultative Committee	17 th November, 2015 10.00 am Cabinet 12 noon Deadline for Questions & Motions for Council 12 noon Planning Training 2.00 pm Planning Committee	24 th November, 2015 10.00 am Elections & Democratic Structures Committee	
W E D N E S D A Y	4 th November, 2015	11 th November, 2015 5.30 pm Labour Group Meeting	18 th November, 2015	25 th November, 2015 10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
T H U R S D A Y	5 th November, 2015 9.30 am Health & Wellbeing Board	12 th November, 2015 10.00 am Overview & Scrutiny Management Committee	19 th November, 2015 2.00 pm Audit Committee	26 th November, 2015 1.00 pm Group Meetings 2.00 pm COUNCIL	
F R I D A Y	6 th November, 2015	13 th November, 2015 9.30 am Planning Committee Visits	20 th November, 2015	27 th November, 2015 Members' Seminar (Subject matter to be confirmed)	

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	7 th December, 2015	14 th December, 2015	21 st December, 2015	28 th December, 2015
M O N D A Y	Members' Seminar (Subject matter to be confirmed)			BANK HOLIDAY
	1 st December, 2015	8 th December, 2015	15 th December, 2015	22 nd December, 2015
T U E S D A Y	10.00 am Cabinet 10.00 am Children & Young People's Overview & Scrutiny Panel	12 noon Planning Training 2.00 pm Planning Committee		
	2 nd December, 2015	9 th December, 2015	16 th December, 2015	23 rd December, 2015
W E D N E S D A Y	5.30 pm Labour Group Meeting			
	3 rd December, 2015	10 th December, 2015	17 th December, 2015	24 th December, 2015
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	10.00 am Overview & Scrutiny provisional meeting	10.00 am Licensing Committee	
	4 th December, 2015	11 th December, 2015	18 th December, 2015	25 th December, 2015
F R I D A Y	9.30 am Planning Committee Visits		BANK HOLIDAY	

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	4 th January, 2016	11 th January, 2016	18 th January, 2016	25 th January, 2016
M O N D A Y			2.00 pm Overview & Scrutiny provisional meeting	5.30 pm Labour Group Meeting
	5 th January, 2016	12 th January, 2016	19 th January, 2016	26 th January, 2016
T U E S D A Y	10.00 am Cabinet	10.00 am Awards, Grants & Transport (Appeals) Committee 12 noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet 12 noon Deadline for Questions & Motions for Council	10.00 am Health & Adult Social Care Overview & Scrutiny Panel
	6 th January, 2016	13 th January, 2016	20 th January, 2016	27 th January, 2016
W E D N E S D A Y		5.30 pm Labour Group Meeting		2.00 pm Audit Committee
	7 th January, 2016	14 th January, 2016	21 st January, 2016	28 th January, 2016
T H U R S D A Y	9.30 am Health & Wellbeing Board		10.00 am Overview & Scrutiny Management Committee 1.00 pm Joint Safety Committee	1.00 pm Group Meetings 2.00 pm COUNCIL
	1 st January, 2016	8 th January, 2016	15 th January, 2016	22 nd January, 2016
F R I D A Y	BANK HOLIDAY	9.30 am Planning Committee Visits		

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	1 st February, 2016	8 th February, 2016	15 th February, 2016	22 nd February, 2016	29 th February, 2016
M O N D A Y	Members' Seminar (Subject matter to be confirmed)		10.00 am Community & Environment Crime & Disorder Overview & Scrutiny Panel		10.00 am Children & Young People's Overview & Scrutiny Panel 2.00 pm Members' Seminar (Subject matter to be confirmed)
T U E S D A Y	10.00 am Cabinet	12 noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet 10.00 am Overview & Scrutiny provisional meeting		
W E D N E S D A Y		5.30 pm Labour Group Meeting		5.30 pm Labour Group Meeting	
T H U R S D A Y				10.00 am Overview & Scrutiny Management Committee	
F R I D A Y	9.30 am Planning Committee Visits		12 noon Deadline for Questions & Motions for Council		

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	7 th March, 2016	14 th March, 2016	21 st March, 2016	28 th March, 2016
M O N D A Y	10.00 am Overview & Scrutiny provisional meeting			BANK HOLIDAY
1 st March, 2016	8 th March, 2016	15 th March, 2016	22 nd March, 2016	29 th March, 2016
T U E S D A Y	10.00 am Awards, Grants & Transport (Appeals) Committee 1.00 pm Group Meetings 2.00 pm COUNCIL (Budget & Council Tax Setting)	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee	10.00 am Elections & Democratic Structures Committee 1.00 pm Parish Councils' Joint Consultative Committee	10.00 am Cabinet
2 nd March, 2016	9 th March, 2016	16 th March, 2016	23 rd March, 2016	30 th March, 2016
W E D N E S D A Y		10.00 am Health & Adult Social Care Overview & Scrutiny Panel	5.30 pm Labour Group Meeting	
3 rd March, 2016	10 th March, 2016	17 th March, 2016	24 th March, 2016	31 st March, 2016
T H U R S D A Y	9.30 am Health & Wellbeing Board	10.00 am Licensing Committee	10.00 am Overview & Scrutiny Management Committee	
4 th March, 2016	11 th March, 2016	18 th March, 2016	25 th March, 2016	
F R I D A Y	9.30 am Planning Committee Visits		BANK HOLIDAY	

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(Shaded area denotes School Holidays)

	4 th April, 2016	11 th April, 2016	18 th April, 2016	25 th April, 2016
M O N D A Y				
	5 th April, 2016	12 th April, 2016	19 th April, 2016	26 th April, 2016
T U E S D A Y	10.00 am Cabinet 12 noon Planning Training 2.00 pm Planning Committee	10.00 am Overview & Scrutiny provisional meeting	10.00 am Cabinet	
	6 th April, 2016	13 th April, 2016	20 th April, 2016	27 th April, 2016
W E D N E S D A Y		5.30 pm Labour Group Meeting		5.30 pm Labour Group Meeting AGM (Parts 1 & 2)
	7 th April, 2016	14 th April, 2016	21 st April, 2016	28 th April, 2016
T H U R S D A Y	2.00 pm Audit Committee		10.00 am Overview & Scrutiny Management Committee	1.00 pm Joint Safety Committee
	1 st April, 2016	8 th April, 2016	15 th April, 2016	22 nd April, 2016
F R I D A Y	9.30 am Planning Committee Visits			9.30 am Planning Committee Visits

Schedule of Meetings 1st May, 2015 to 31st May, 2016

(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				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	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	
T H U R S D A Y	5 th May, 2016	12 th May, 2016	19 th May, 2016	26 th May, 2016	
F R I D A Y	6 th May, 2016 9.00 am Group Meetings 11.00 am ANNUAL COUNCIL MEETING	13 th May, 2016	20 th May, 2016	27 th May, 2016 9.30 am Planning Committee Visits	

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To the Chair and Members of the COUNCIL

COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2015/16

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 2015/16 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 2015/16 period but also require some appointments to be made for 2015/16.
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 accurate 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. 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. Further to this annual review, the following bodies have either been added or deleted from the appointments to be made by Council for the reasons described below:-

- i. **Drainage Boards**

It was agreed at the Full Council meeting held on 15th January 2015 to delegate the appointment of representatives to sit on the Danvm Drainage Commissioners Board, the Doncaster East Drainage Board and Black Drain Internal Drainage Board to the Elected Mayor in future. These bodies have, therefore, been removed from the schedule of Council appointments and will be incorporated in the Executive appointments to outside bodies to be determined by the Mayor in the near future.

- ii. **Doncaster Citizens Advice Bureau (CAB)**

The Doncaster CAB ceased to exist with effect from 1st May 2015, therefore appointments to this body are no longer required.

- iii. **Joint Health Overview and Scrutiny Committee**

The Joint Health Overview and Scrutiny Committee, which comprises the Yorkshire and Humber Councils, has been added to the schedule of Council appointments to outside bodies. Appointments to this body in the past have been made by the Overview and Scrutiny Management Committee but as appointments to other joint committees are made by Full Council, for the sake of consistency, it would seem sensible to include this body with all other appointments to outside bodies made by Council.

7. 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.

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

10. Council has a duty to consider arrangements it wishes to put in place for the appointment of individuals to Outside Bodies during 2015/16. No other options are considered relevant or appropriate.

IMPACT ON THE COUNCIL'S KEY PRIORITIES

11. This report has no direct impact on the Council's Key Priorities. Indirectly, clear responsibility and effective Constitutional provisions for making appointments to Outside Bodies, contributes towards the Council's priority 'We will provide strong leadership and governance, working in partnership', thus demonstrating effective governance arrangements and an improved public perception.

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.

LEGAL IMPLICATIONS

13. 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.
14. 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.
15. 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.
16. The Local Government (Committees and Political Groups) Regulations 1990, provides the mechanism by to implement this requirement.

FINANCIAL IMPLICATIONS

17. There are no financial implications associated with this report in agreeing the nominations to Outside Bodies for the 2015/16 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.

CONSULTATION

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

BACKGROUND PAPERS

Report to Council – 13th June 2014 – Council Appointments to Outside Bodies – 2014/15.

Report to Council – 31st July 2014 – Nomination of Representatives to Sheffield City Region Combined Authority's Overview and Scrutiny Committee.

Report to Council – 25th September 2014 – Nomination of Representative to Sheffield City Region Combined Authority's Audit Committee.

Report to Council – 15th January 2015 – Appointments to Outside Bodies: Doncaster Drainage Commissioners Board, Doncaster East Internal Drainage Board and Black Drain Internal Drainage Board.

REPORT AUTHOR AND CONTRIBUTORS

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Simon Wiles
Director of Finance and Corporate Services

OUTSIDE BODIES FOR APPOINTMENT 2015/16 (COUNCIL APPOINTMENTS)

*Denotes where individual current appointment goes beyond 2015/16

Organisation	Notes	No of Reps	2014/15 Representatives	2015/16 Nominations
Adwick Charities	4 Year Term of Office ends 2016 Trustees with voting rights Ward Members for area No liability Insurance provided	3	Cllr S. Bolton Cllr J. Mounsey* Cllr E. Kitchen*	
Bentley with Arksey Doles Charity	4 Year Term of Office Cllr Hogarth term ends 2015 Mr. D. Jubb term ends 2015 *Cllr Hutchinson term ends 2016 *Cllr Mordue term ends 2016 Trustees with voting rights Ward Members for area No liability Insurance provided	4	Cllr C. Hogarth Mr D. Jubb Cllr D. Hutchinson* Cllr B. Mordue*	
Cantley Poor's Land Trust	4 Year Term of Office Mrs S. Rogerson term ends 2015 *Mrs. R. Chapman term ends 2016 Trustee No specific requirements Liability Insurance provided	2	Mrs S. Rogerson Mrs R. Chapman*	

Organisation	Notes	No of Reps	2014/15 Representatives	2015/16 Nominations
Cooke Almshouse Charity	4 Year Term of Office Trustee with voting rights No specific requirements No Liability Insurance	1	Cllr C. Hogarth	
Doncaster and District Deaf Society	1 Year Term of Office Advisory/Observer No specific requirements Liability Insurance provided	2	Cllr J. Sheppard Cllr S. Wilkinson	
East Doncaster Development Trust	1 Year Term of Office Voting Member No specific requirements Liability Insurance provided	1	Cllr L. Curran	
Industrial Communities Alliance (formerly The Alliance)	1 Year Term of Office Voting Members No specific requirements No Liability Insurance provided	2	Cllr A. Jones Cllr B. Mordue	

Organisation	Notes	No of Reps	2014/15 Representatives	2015/16 Nominations
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	
Mexborough Charity Trust	4 Year Term of Office Cllr Leyland-Jepson term ends 2016 E. Simpson term ends 2017 Voting/Trustee Members No specific requirements Liability Insurance provided	2	Cllr. T. Leyland-Jepson E. Simpson*	
Mexborough Citizens Advice Bureau (formally Citizens Advice Bureau, Mexborough & District Management Committee)	1 Year Term of Office Voting Members No specific requirements Liability Insurance	2	Cllr T. Leyland-Jepson Cllr S. Phillips	

Organisation	Notes	No of Reprs	2014/15 Representatives	2015/16 Nominations
North Doncaster Development Trust (NDDT)	3 Year Term of Office *Cllr J. Mounsey ends 2016 *Cllr C. Hogarth ends 2017 Adwick, Norton & Askern, Bentley or Roman Ridge Wards No Liability Insurance provided	4	Cllr B. Mordue Cllr I. Beech Cllr J. Mounsey* Cllr C. Hogarth*	
North East Doncaster Citizens Advice Bureau (formerly Citizens Advice Bureau, North East Doncaster Management Committee)	1 Year Term of Office Voting Member - one vote only which either Member can use No specific requirements No Liability Insurance provided	2	Cllr B. Hedley Cllr M. Houlbrook	
Robin Hood Airport Doncaster Sheffield Consultative Committee * Strategic Aviation Special Interest Group (SASIG) Member - appointment made by the Executive	1 Year Term of Office Voting Members Cabinet Member for Transport ^SASIG Member 3 representatives – 1 drawn from each ward of Finningley, Rossington & Bawtry and Tickhill & Wadworth No Liability Insurance provided	5	Ros Jones, Mayor Cllr A. Bosmans^ Cllr B. Hoyle Cllr H. McNamee Cllr Y. Woodcock	

Organisation	Notes	No of Reps	2014/15 Representatives	2015/16 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 No Liability Insurance	5	Cllr T. Corden Cllr L. Curran Cllr B. Hoyle Cllr H. McNamee Cllr Y. Woodcock	
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 B. Mordue^	
Sheffield City Region Combined Authority Transport Committee	1 Year Term of Office Voting Members No specific requirements	3	Cllr B. Mordue Cllr M. Jameson Cllr R. A. Jones	
Sheffield City Region Combined Authority Overview and Scrutiny Committee	1 Year Term of Office Voting Members Proportional appointments 1 x Labour 1 x Conservative	2	Cllr J. Mounsey Cllr R. A. Jones	

Organisation	Notes	No of Reps	2014/15 Representatives	2015/16 Nominations
Sheffield City Region Combined Authority Audit Committee	1 Year Term of Office Voting Member ^DMBC rep. is holder of the position of Chair of the Audit Committee (Council 25/09/14)	1	Cllr A. White^	
Standing Advisory Council for Religious Education (SACRE)	1 Year Term of Office Voting Members Proportional appointments 3 x Labour 1 x Conservative No Liability Insurance provided	4	Cllr S. Bolton Cllr S. Knowles Cllr K. Rodgers Cllr P. Schofield	
Travis Educational Foundation	1 Year Term of Office Voting Members No specific requirements No Liability Insurance provided	2	Cllr L. Curran Cllr P. Knight	

Joint Authorities – Politically Proportional		No of Reprs	2014/15 Representatives	2015/16 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 A. Bosmans Cllr S. Phillips 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	Mayor Ros Jones Substitute Cllr. J. Blackham Cllr J. Sheppard Substitute Cllr. J. Blackham	

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

AUDIO AND VISUAL RECORDING OF COUNCIL MEETINGS

EXECUTIVE SUMMARY

1. This report seeks Members approval for the future audio and visual recording of Full Council meetings and the Annual Council Meeting and the creation of a record of the proceedings to be retained as a source of reference.

RECOMMENDATIONS

2. That Council support the audio and visual recording of Council meetings with effect from September 2015.
3. That audio and visual recordings of Council meetings be made accessible and available on the Council's web site following the meeting.
4. That any editing of recordings, to ensure they are suitable and appropriate for viewing via the Council's website, be agreed by the Monitoring Officer.
5. That subject to approval a further report be submitted to Council within the current municipal year reporting back on the implementation of these arrangements together with any associated protocols and to consider whether Members would wish to implement arrangements for webcasting.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

6. Recording the proceedings of Council meetings will offer the citizens of Doncaster an accessible resource and allow them to listen and view a true record of Council meetings. It allows the Council an opportunity to demonstrate openness, transparency and accountability to the residents of Doncaster.

BACKGROUND

7. A number of requests have recently been made to investigate the possibilities of audio visual recording of council meetings. At present there is no legal requirement for the council to record the proceedings of council meetings. Currently the chair of council leads the meetings and offers delegates the opportunity to speak individually via their own allocated microphone, using a stand-alone pa and conference system within the council chamber and this is projected on to plasma screens. Unless there is consideration of exempt information The Openness of Public Bodies Regulations 2014 allows members of the public and others the freedom to record Council meetings using whatever means they choose.

8. In keeping with the Government's openness agenda and to ensure there is an accurate record of decisions and debate, investigations have been made into the possibility of recording Council meetings. It is recommended that the initial consideration should be given to retaining and providing an audio visual recording of the meeting accessible through the Council website. This is the most cost effective option and allows Council to consider at a later date if it would wish to consider live webcasting.
9. The current Chamber management system can be upgraded and modified to allow for both webcasting and audio visual recording. Initially it is expected that an additional microphone will need to be installed in the Chamber to pick up any ambient sound. This will ensure that there is continuity during the recording. If a microphone is not present to record this ambient sound, the recording will be silent between speakers and any comments from the public gallery and contributors without microphones will not be recorded.
10. Initial investigations suggest the calibrating and installation of the equipment to enable audio visual recording would require one day on site by the appointed installer. It is expected there would be on site training provided by the appointed installer comprising one half day of training for officers and Members. Additional training sessions could be provided if required, for example, as part of the induction for new Members at the beginning of the new municipal year.
11. The recordings are intended to be made accessible to the public as a true record of proceedings. However, there may be occasions where exempt items are discussed or sensitive dialogue or comments are made which would be omitted from the version uploaded to the Council's website. The Council would retain the unedited version. A decision with regard to the editing of recordings would need to be agreed by Council during the proceedings of the meeting or any subsequent edits would be made subject to agreement by the Monitoring Officer if this were deemed necessary.
12. Any links to audio visual recordings would remain accessible on the website for a period of 12 months. The minutes from these meetings which form a true and official record of proceedings and decisions will continue to be retained on the Council's website and intranet on the new Committee Management system.
13. Although it is recommended that recordings of Council meetings are initially undertaken once installed the facility may be used to record other meetings and training sessions in the Council Chamber as required. Live broadcasts of Council meetings may be made available in the future subject to Council consideration and approval at a later date.
14. If agreed it is expected that the arrangements would be implemented from September 2015. This would provide an opportunity for installation, testing, training and trialling.

OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION

15. Option one is that Council agrees the recommendation to create an audio visual record of Council meetings. This supports the Governments openness agenda and good governance by demonstrating transparency and accountability in decision making.
16. Option two is to decline the recommendation that the Council creates an audio visual recording of Council meetings.

IMPACT ON THE COUNCIL'S KEY PRIORITIES

	Priority	Implications
	We will provide strong leadership and governance, working in partnership.	Providing audio visual recordings of Council meetings will improve openness and transparency and contribute to improved governance arrangements.

RISKS & ASSUMPTIONS

17. In response to the introduction of the Openness of Local Government Bodies Regulations of 2014, the Council allows attendees of Council meetings including members of the public and the Press to make their own recordings of public meetings, providing they focus on the speaker and only film the delegates who are speaking about a specific issue. The Council cannot govern these recordings and has no control on any individual manipulating and editing their recordings to give an inaccurate record of the content of the meeting. The Council cannot prevent the publishing of these recordings. By creating a true and transparent audio recording of the proceedings of Council meetings, the Authority has a tool with which to counteract any issue related to possible manipulated audio recordings.
18. Subject to Council agreeing to progress with the audio visual recording of Council meetings arrangements will be put in place to ensure this is detailed on the front of the agenda. The Chair will also make clear at the start of the meeting that all or part of the meeting will be recorded. Elected Members and the public will be advised that by entering the Chamber they are consenting to being filmed and that those images and sound recordings may be made available on the Council's web site and /or training purposes.
19. If the recording of Council meetings is agreed, the Monitoring Officer would be asked to reflect this change of practice in the Council's Constitution.

LEGAL IMPLICATIONS

20. The Council has the legal power to record meetings by virtue of both S111 Local Government Act 1972 and S1 Localism Act 2011 (the general power of competence).

21. The Openness of Public Bodies Regulations 2014 allows members of the public and others the freedom to record Council meetings using whatever means they choose.
22. It is not proposed at this time to broadcast a live transmission of meetings, however, later publication is planned. A party who believes that they have been libelled would have an action against both the person making the statement and the Council as “broadcaster”. The Council will need to be wary of this going forward and will need to consider editing such content “out” of any published recordings.
23. It will be necessary to make attendees at meetings aware of the recording and potential broadcast of the meeting. As highlighted within the body of the report the Council’s constitution will need to be amended to take account of this development.
24. The Council’s contract with Nuway will require amending and any changes must be carried out in accordance with Contract Procedure Rules.

FINANCIAL IMPLICATIONS

25. The supplier of the PA and Conference system installed within the Chamber has quoted £3650 plus VAT to enable the facility to record meetings and the provision of training (source Nuway Audio Visual 28.11.2014).
26. Due regard must be given to the council’s Contract Procedure Rules before this procurement commences (Intranet link: [Contract Procedure Rules](#)).
27. Subject to a successful quote being the selected procurement route, the cost of the system work required to enable recording and the training of Councillors/Officers, will be met from existing equipment and training budgets within Democratic Services.
28. For information, initial enquiries in 2013 suggested that the cost of web casting could be in the region of £20k to £37k for a three year period depending on specification and the type of equipment or system.

PROCUREMENT IMPLICATIONS

29. The original contract was tender in accordance with Council Contract Procedure Rules. The original tender specification require that public address and electronic voting system was both capable of broadcasting and recording council meetings, with current supplier submitting both pricing and suggested suitable solutions within their original tender submission.
30. Legal services will need to be involved to ensure that in exercising its rights the contract is varied to reflect the options taken up.

31. Any additional equipment or software required outside the contract for the public address and electronic voting system will need to be procured in accordance with Contract Procedure Rules.

TECHNOLOGY IMPLICATIONS

32. Video and audio files are typically very large data files and the ICT team will need to evaluate any impact on data storage for the solution implemented with files needing to be retained for 12 months. Advice will be sought from the appointed supplier but it may be that the use of video compression techniques will enable the size of these files to be reduced to help with storage. Smaller video and audio files will improve citizen's time required to download or start viewing the video content.
33. Additional software will be required to edit the video/audio files and any software procured should support the flexible working principles of the Councils Worksmart programme to provide access in a "hot desking" environment.
34. Publishing the video/audio content to the internet, for example via the Council's YouTube channel, may reduce the dependency on Council systems for accessing video and audio files of meetings and should ensure accessibility for citizens from multiple devices.
35. In accordance with the Councils ICT Governance process this report, if approved will be referred to the Councils Information Governance Board for prioritisation and then implementation by ICT.

EQUALITY IMPLICATIONS

36. The proposal to provide an audio recording of Council meetings enable's greater access to local decision making to those who may not otherwise be able to attend Council meeting e.g. due to disability.

CONSULTATION

37. Consultation has taken place with the relevant departments of the Council in producing this report.

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