



# Doncaster Council

## Agenda

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To all Members of the

## COUNCIL

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

**Venue:** Mansion House, Priory Place, Doncaster

**Date:** Friday, 18th May, 2018

**Time:** 11.00 am

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### BROADCASTING NOTICE

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A handwritten signature in black ink, appearing to read "Jo Miller".

**Jo Miller**  
**Chief Executive**

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Issued on: Thursday, 10 May 2018

**Governance Officer for this meeting**

David Taylor  
01302 736712

**Doncaster Metropolitan Borough Council**  
**[www.doncaster.gov.uk](http://www.doncaster.gov.uk)**

## 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 2.00pm in the Council Chamber in the Civic Office, Waterdale, Doncaster.**
6. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
7. Declarations of Interest, if any.
8. Minutes of the Council Meeting held on 5th March, 2018. 3 - 28
9. To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.
- A. Items where the Public and Press may not be excluded.**
10. Notification by the Elected Mayor of the Composition of the Executive and the Elected Mayor's Scheme of Delegations. 29 - 32
11. Council appointed Committees and Sub-Committees Terms of Reference for 2018/19. 33 - 46
12. Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees. 47 - 64  
**(Notice - Approval of alternative arrangements for appointments to some Committees and Sub-Committees on a non-proportionate basis, is to be considered).**
13. Appointments of Chairs and Vice-Chairs of Committees and Sub-Committees. 65 - 68
14. Diary of Meetings 2018/20. 69 - 98
15. Council Appointments to Outside Bodies 2018/19. 99 - 112
16. Corporate Parenting Board Annual Report. 113 - 132
17. Report of the Independent Remuneration Panel on the Review of the Members' Allowances Scheme in Doncaster MBC. 133 - 148
18. Member Development Programme 2018/19. 149 - 160

## Annual Council Friday 18<sup>th</sup> May, 2018

### Inauguration of Chair and Vice Chair of Council - Procedure

1. The Annual Council will be in two parts. Part 1, held at the Mansion House, covers the inauguration of the Chair and Vice-Chair of Council (also known as the Civic Mayor and Deputy Civic Mayor when not in the Council Chamber) for the forthcoming municipal year. The election to the positions appears as items 2 and 3 on the agenda. Part 2, to be held in the Council Chamber in the Civic Office, covers the remaining reports and agenda items to be presented to Council.
2. The inauguration will take place in the Ballroom of the Mansion House, commencing at 11.00am. Elected Members and DMBC Officers will be seated in the front two sections of seating. Invited guests and members of the public will be seated to the rear of the Ballroom.
3. The Chair of Council's Mayoress Pauline Derx, will take her seat in the Ballroom on the stage. (NB there is no Vice-Chair of Council's Mayoress this year). There will be reserved seating on the stage for the retiring Chair of Council, Councillor George Derx, the retiring Vice-Chair of Council, Councillor Majid Khan, the Civic Chaplain, Reverend David Stevens and the Chief Executive, Jo Miller. Other visitors will have seating reserved on the sofas around the Ballroom to include the partners of nominees for the role of Vice-Chair of Council. The Macebearer and Civic Officers will be seated adjacent to the stage.
4. The Governance Officers will be temporarily relocated to the right side of the Ballroom.
5. The Macebearer will lead the Chair and Vice-Chair of Council into the Ballroom together with the Reverend David Stevens and the Chief Executive, who will then be seated on the stage.
6. Chair of Council, Councillor George Derx, will invite the Civic Chaplain, Reverend David Stevens to say prayers. He will then formally open the meeting.

### Agenda Item 2

7. Chair of Council, Councillor George Derx, will invite nominations for the post of Chair of Council for 2018/2019. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers.
8. Chair of Council, Councillor George Derx, will declare the result and the Macebearer will transfer the Chain of Office to the newly elected Chair of Council. The Chief Executive will invite the new Chair to take the Declaration and sign the register. The Chief Executive will countersign the register.
9. Councillor George Derx, former Chair of Council, will be seated next to Mrs Pauline Derx. The Chief Executive, Jo Miller, will also have a reserved seat.

10. The newly elected Chair's first duty is to ask for nominations for the Vice-Chair of Council. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers. The result will be declared and the newly elected Vice-Chair will come forward to the platform to receive the badge of office from the newly elected Chair and take the Vice-Chair's seat.
11. In the event of the existing Vice-Chair not being elected to either position, he will temporarily take a seat within the reserved seating for Members for the remainder of Part 1.
12. A short adjournment of ten minutes will be declared while the platform party retire to the Civic Mayor's Parlour for the transfer of ceremonial robes.
13. At this point of the meeting, there will be an opportunity for the local Press to take photographs.

### **Presentations and Vote of Thanks**

14. The Chair of Council will invite Councillor George Derx, former Chair of Council and Mrs Pauline Derx, to the front of the stage for the Chief Executive to present them with their commemorative badges and Pauline with a basket of flowers.
15. The newly elected Chair of Council may choose to address the Council.
16. Members will have the opportunity to give a Vote of Thanks to Councillor George Derx, former Chair of Council. Councillor Derx may wish to respond.
17. The Chair of Council will declare Part 1 of the meeting closed and call for an adjournment until 2.00 p.m. Invited guests will be escorted to the Great Kitchen and offered light refreshments.
18. At 2.00 p.m. the meeting will recommence in the Council Chamber in the Civic Office. The Chair and Vice-Chair of Council will return without the ceremonial robes, accompanied by the Chief Executive and the Civic Party (if attending) to take their seats in the Chamber for Part 2 of the Annual Council Meeting.

# Agenda Item 8

## DONCASTER METROPOLITAN BOROUGH COUNCIL

### COUNCIL

MONDAY, 5TH MARCH, 2018

A MEETING of the COUNCIL was held in the COUNCIL CHAMBER - CIVIC OFFICE on MONDAY, 5TH MARCH, 2018, at 2.00 pm.

#### PRESENT:

Chair - Councillor George Derx  
Vice-Chair - Councillor Majid Khan  
Mayor - Ros Jones  
Deputy Mayor - Glyn Jones

Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Martin Greenhalgh, Pat Haith, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Kenneth Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Andy Pickering, Cynthia Ransome, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas, Austen White, Sue Wilkinson and Jonathan Wood.

#### APOLOGIES:

Apologies for absence were received from Councillors Phil Cole, John Cooke, John Healy, Ian Pearson, Tina Reid and Paul Wray.

#### 71 DECLARATIONS OF INTEREST, IF ANY

There were no declarations of interest made at the meeting.

#### 72 MINUTES OF THE COUNCIL MEETING HELD ON 25TH JANUARY, 2018

RESOLVED that the minutes of the Council Meeting held on Thursday, 25th January, 2018, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair.

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

The Chair of Council, Councillor George Derx, made the following announcement:-

“I would like to welcome the new Ward Member for Armthorpe, Councillor Frank Tyas, to his first Council meeting following the recent By-election on 15th February 2018.”

On behalf of the Chair of the Health and Well-Being Board, Councillor Rachael Blake, the Deputy Mayor, Councillor Glyn Jones, made the following announcement:-

“Councils have been asked to sign up to the Motor Neurone Disease Charter. This was discussed at the Health and Well Being Board in 2015.

Motor neurone disease (MND) describes a group of diseases that affect the nerves (motor neurones) in the brain and spinal cord that tell your muscles what to do. With MND, messages from these nerves gradually stop reaching the muscles, leading them to weaken, stiffen and waste. It affects up to 5,000 adults in the UK at any one time.

The MND Charter is a statement of the respect, care and support that people living with MND and their carers, deserve and should expect.

The five points of the Charter are:-

1. The right to an early diagnosis and information;
2. The right to access quality care and treatments;
3. The right to be treated as individuals and with dignity and respect;
4. The right to maximise their quality of life; and
5. Carers of people with MND have the right to be valued, respected, listened to and well-supported.

Since then, the Council has addressed the 5 points of the Charter and now wishes to formally adopt the Charter. The Charter will be discussed at the Health and Wellbeing Board on 15th March, after which the Council will be signing up to the Charter.

I am aware that Councillors including Councillor Houlbrook, have been approached by their residents to encourage their Council to adopt this Charter and I am sure that Councillor Blake would welcome residents to attend the next Health and Wellbeing Board. Councillor Blake will keep you informed when the formal adoption by Doncaster Council has taken place.”

Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment, made the following announcement:-

“Firstly, I would like to give my thanks to all the Council staff who have worked so hard to deal with the difficult weather conditions over the past week.

The harsh conditions have had a massive impact on the Council’s key services, with the safety of our employees and residents being the ultimate priority.

One of the most important services which has been impacted by the snow has been the Recycling and Waste service.

While Suez staff tried to continue to undertake collections, ultimately the conditions made operations unsafe and the service was suspended. This meant that no collections took place on Wednesday and Thursday, and only a limited amount took place on Friday on accessible roads.

As you are aware, the new waste collection contract is now underway, with the changeover to the new system of collections taking place this week.

As a consequence, any changes to this week’s collection schedule would result in a high level of confusion across the entire Borough, with the potential to negatively

impact the vast majority of residents. Therefore, the decision has been taken that this week's collection schedule must continue as planned.

This means that unfortunately, some residents whose collections were missed last week will not have their black bin collected for longer than usual. This is deeply regrettable and we apologise to those people affected.

However, we are working with Suez to minimise the impact this has had on our residents, and an agreement has been reached that refuse collectors will also collect extra waste if it is presented next to your black bin on your next collection day. Whilst this is not ideal, we hope that this helps to re-assure residents that any extra rubbish which accumulates will be disposed of.

I will make sure that Members are updated with the latest information as regularly as possible, and I will be happy to stay behind after the meeting has finished along with the relevant Officers, if any Member wishes to discuss this in more detail. There will also be a Members update issued later today including a list of Frequently Asked Questions.

Councillor Nigel Ball, Cabinet Member for Public Health, Leisure and Culture, made the following announcement:-

“Over the past week, we have seen extremely bad weather conditions which have been a real challenge for Doncaster and its public services. Our most vulnerable citizens, the homeless, have faced real dangers; literally being out in the cold with nowhere to seek shelter.

Doncaster Council, its Complex Lives Outreach Team working with the third Sector, St. Leger Homes and other partners, have ensured that Doncaster had enough refuge capacity to deal with the bitterly cold weather we have experienced over the last week.

Over the past week, 49 people were engaged by the Complex Lives Team and partners on the street or presented as homeless. 24 of these 49 people are known to the services associated with rough sleeping on a regular basis. 37 people accepted the offer of assistance and were accommodated or helped to reconnect with family and friends.

Our staff were working around the clock to ensure that any individual caught out in the snow and cold could access a warm and safe environment.

These teams have been a credit to Doncaster and have made sure that rough sleepers and homeless people in this Town, get the support they need in times of crisis.

I want to thank them for this work which I am sure you will agree has without a doubt, saved lives in this Town during a bitterly cold week when the real face of Tory ‘Austerity’ cuts could be visible for all to see.”

The Chief Executive, Jo Miller, made the following announcement:-

“Due to the inclement weather, I as Head of Paid Service, know that you will join me in paying tribute to our staff, not just those staff in Street Scene and the Complex Lives Team, but whatever it took in Doncaster last week, people were prepared for the

weather and they absolutely did their all and I cannot praise our staff and our partners highly enough.

People did whatever it took, whether that was changing their job roles or providing their 4x4 vehicles to get assistance out to help our most vulnerable. We had staff working over the weekend because we had a power outage and we couldn't be satisfied that our alarm systems were working properly at that point, so we called every single one of our vulnerable residents which involved a significant amount of work and volunteering by people.

In particular, I would like to ask you to join with me in paying tribute to two of our Highways Maintenance workers, Dave Hunt and Shaun Crabtree, who last Wednesday, were ploughing snowdrifts on the Tickhill Road between Tickhill and Wadworth. The way they do snow ploughing is that one does the ploughing and the other one spots. They were snow ploughing and they came across a man in the snow. If they hadn't spotted him he may have been hit by the snow plough and there would have been a fatality. The person was asleep in the snow and was not dressed for inclement weather, so they raised the alarm and that gentleman was appropriately escorted home. Had they not undertaken the action that they did, there would have been a fatality. So they are heroes and life savers and I would like to record thanks to the whole staff of this Council, but in particular to Dave Hunt and Shaun Crabtree."

The Chair of Council, Councillor George Derx, also paid tribute to Dave Hunt and Shaun Crabtree for saving the individual's life.

74 QUESTIONS FROM THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE  
RULE 13

(A) Question from Mr. D. Wright, on behalf of 'South Yorkshire Save Our NHS', to the Mayor of Doncaster, Ros Jones.

"My question refers to Item 5 on the agenda of the Doncaster CCG Governing Board meeting 15th February 2018, which is the minutes of the January Board meeting, paragraph 7 on pages 17/18 of the agenda pack.

This is a report by Ernst Young, which said 'The cost of delivering health and social care services is increasing and our gap will be £139.5 million by 20/21 if we do nothing'. Page 18 says that the CCG's 'total expected saving of the £139.5 million was approximately £30 million' (by 2021).

We believe that it is not possible to have a functional 'joined up' health and social care service with these proposed unattainable financial restraints.

Can you tell me what the Council's share of these 'required savings' will be and will the Mayor now change her stance to actively opposing them?"

The Mayor of Doncaster, Ros Jones, gave the following reply:-

"Thank you for your question Mr. Wright.

As you know, the Council continues to face harsh government cuts to its budget.



Over the next three years, we need to meet a further budget gap of £44million. This includes the latest savings and pressures including growth, for more Council services that provide health and social care, which are set out in more detail on pages 21 to 23 of today's agenda.

Despite this, we have once again set out a balanced revenue budget for the coming year, which will be considered by Members today.

Anyone who has listened to me over the last five years will know that I have time and time again set out my opposition to the ongoing Conservative austerity cuts.

I have also repeatedly criticised the Government for its failure to properly deal with social care funding. Instead, they are pushing the burden on to local Council Tax Payers. It is a point that I will once again be making today.

Similarly, this Council has made clear our concerns about the underfunding of the NHS and the impact of not providing the NHS with the funding that it needs.

Furthermore, the Cabinet chose to note rather than support the Sustainability and Transformation Plan, because it did not make clear the impacts of the funding gap facing health services in South Yorkshire and Bassetlaw.

I cannot make any clearer my opposition to the current Government's approach to funding health and social care.

However, I will not let our opposition to Government austerity stop us from undertaking vital work to better integrate health and social care services for the benefit of local people. It is something that is clearly required, with support from health professionals and across the political party divide.

There is a very significant difference between opposing the Government's austerity measures and getting on with the job you have been elected to do to improve the lives of local people.

For the last five years, that is what I have done and it is what we will continue to do.

Once again, thank you for your question."

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

"Mayor fourteen months ago, I asked a similar question about Sustainability and Transformation Plan (STPs) and you were then concerned about the lack of information about budget pressures arising out of STPs. Your position is unchanged and you still have the same problems. By the way I am Doug Wright from 'Save our NHS'. As the Council has been made aware, the 2018/19 NHS allocation for Doncaster CCG (Clinical Commissioning Group) is nearly three quarters of a million pounds less than everybody was led to believe in the budget forecast you were given in 2016 when the STP (Sustainability and Transformation Partnerships) changes were being developed. The question is, will this have a significant impact on your Council budget for next year now you have agreed to work together in partnership with the CCG and partners?"

In response, the Mayor gave the following reply:-

“All the impact has been taken account of when you look at the pressures and the savings that’s on the pages that I have quoted previously. Therefore, all account has been taken of the pressures and the increases.”

(B) Question from Mr. A. Ntiege, to the Mayor of Doncaster, Ros Jones.

“With regards to draft BAME HNA, what specific measures are being taken by the Mayor and the Council to ensure accountability in the implementation of the recommendations from the Assessment and what are the steps taken by the Council to resolve the unemployment issues faced by BAME residents?”

The Mayor of Doncaster, Ros Jones, gave the following reply:-

“Thank you for your question.

The development and implementation of the Black and Ethnic Minority Health Needs Assessment has been led by Doncaster’s Health and Wellbeing Board, a Sub-Committee of Full Council.

At its meeting this month, as part of a regular reporting cycle, the Health and Wellbeing Board will receive an update on the approach to health inequalities.

This will include feedback from an initial round of focus groups. It will also update Board Members on access to and outcomes from treatment services for people with common mental health conditions.

Moving forward, the Board will have an important role in improving health outcomes in relation to the issues identified in the BME Health Needs Assessment and for all communities in Doncaster.

Doncaster is also part of a South Yorkshire pilot to support people out of work with common mental health problems and musculoskeletal problems to return and stay in work.

As this begins, we will monitor how people from BME groups access and benefit from the new offer.

Finally, our Equality, Diversity and Inclusion Framework will be considered by Cabinet tomorrow. This includes a number of important steps to support people into employment, including:-

- That more young people from disadvantaged, BME backgrounds, as well as people with a disability, do well at school.
- There is an increase in the number of people from BME communities that take up apprenticeship opportunities in Doncaster; and
- We will identify and reduce the inequalities of health outcomes of BME populations in Doncaster, particularly on access to Mental Health Services.

Once again, thank you for your question”.

As Mr. Ntiege was not in attendance at the meeting, a copy of the Mayor’s response would be sent to Mr Ntiege.

(C) Question from Mr. T. Brown, to the Mayor of Doncaster, Ros Jones.

“Dr Suckling states ‘the best predictor of good health is having a good job’.

16 years on from the Professor Gus John report – Tired of Fighting, DMBC is still virtually mono cultural!

The FOI response sent to me (3.11.17) suggests that BME candidates across DMBC are still over 2 times less likely to be appointed after shortlisting than white candidates who are shortlisted.

Can you honestly explain why such racial disparities continue to exist in 2018 and articulate what actions DMBC can implement (based on best practice) to ensure that the dream of fairness within DMBC/Doncaster becomes a reality?”

The Mayor of Doncaster gave the following reply:-

“Thank you for your question.

My view is that the Council has made significant improvements on the important issue of equality and diversity, but we must continue to deliver further improvements.

I would not agree that the Council is virtually mono-cultural. The Cabinet regularly receives reports on the Council’s workforce profile and the latest data shows that in Quarter 3 of this year, approaching 5% of the Council’s workforce was from an ethnic minority background. This was also an increase on the figure from the previous quarter.

From a workforce perspective, Doncaster Council has an annual calendar of events which promote equality, diversity and inclusion. It also aims to ensure that the Council not only complies with its obligations as an employer under the Equality Act 2010, but goes beyond the protected characteristics in its policy framework, to promote a culture of dignity and respect for all employees.

However, there is always more that can be done, not just in the Council but across Doncaster.

Tomorrow, Cabinet will consider the Equality, Diversity and Inclusion Framework for the next three years. The framework sets out in one place, our EDI objectives and arrangements for embedding equality into everything we do.

In developing the framework, we invited the Local Government Association to work with us to help shape our approach, build on our strengths and learn from best practice. The LGA recognised that good progress has been made in 2017 evidenced by the development of the EDI framework and associated governance arrangements.

Specific objectives for the coming year include:-

- That more young people from disadvantaged, BME backgrounds as well as people with a disability do well at school;
- There is an increase in the number of people from BME communities that take up apprenticeship opportunities in Doncaster;
- Reviewing our recruitment practices to improve diversity in our workforce and become more reflective of Doncaster's population; and
- We will identify and reduce the inequalities of health outcomes of BME populations in Doncaster, particularly on access to Mental Health Services.

The EDI Board will receive regular reports on progress towards the objectives set out in this framework. In conjunction with our performance management framework quarterly monitoring process, the issue of equality, diversity and inclusion will have rigour, focus and transparency in the way it is managed and reported.

Once again, thank you for your question.”

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

“Mayor Jones, once again you have failed to answer my very specific question. It was a question and I stand here today as a parent.

All I am trying to do with respect and I didn't even want to be here today, because I find it a very intimidating atmosphere. I just want to give some context that as a parent, I have been asking these questions for over 23 years about why is it that black young people, from the Council's own figures, are two times less likely to be appointed after being shortlisted and at the interview stage than a white person.

With respect, there is nowhere in this response, where Mayor Jones has bothered to answer this question. Why don't we look at best practice? Why don't we look at McKinsey's who are addressing such disparities; look at who is sitting on our interview Panels. Why is it that this Council can't afford some support to BME candidates. Why is it that BME candidates cannot be afforded acting-up opportunities?

Mayor Jones makes reference to apprenticeships. As a parent, very few of these apprenticeships are fit for purpose in the sense that very few are for three years. They are what I call 'Mickey Mouse'. I would not allow my children to be on many of these one year apprenticeships that lead to nowhere. When I put my son forward to a higher apprenticeship for Doncaster Council, in the application, they put that you must have experience of Doncaster Council's financial procedures, etc. Thankfully, my son is at Newcastle University. He can't get into Doncaster Council, which is one of his preferred options because he is running up a £50k debt, which a lot of young people are facing. His preferred option

would have been an apprenticeship. Those are the kind of responses that I would have wanted.

Mayor Jones, after 20 odd years of me coming here, I have sat on the Equal Opportunities Panel 20 odd years ago. It's great to see Mick Cooper in the audience here. He will remember me starting up as a founder member of 'Friends of Grove Gardens'. I am a net giver. My family are net givers. My sister has worked 30 odd years at the NHS delivering babies. And yet it is still the case that the Health Needs Assessment is still 14 years out of date.

There is no BME voice or infrastructure in Doncaster. I will keep on coming here and keep asking these questions until there is fairness, not just for my family, but for everybody. Thank you very much."

In response, the Mayor gave the following reply:-

"Mr Brown, I take this issue seriously and as I have already said in my response, progress has been made. However, we will be reviewing our recruitment practices to seek to further improve diversity in the Council's workforce and become more reflective of Doncaster's population. Thank you."

## 75 REVENUE BUDGET 2018/19 TO 2020/21

Prior to Members' consideration of the report, the Chair of Council, Councillor George Derx, reminded Members there was a legal requirement to include in the minutes, details of how each Elected Member had voted on decisions relating to the budget and level of Council Tax. Therefore, agenda items 7, 8, 9, 10 and 11 would all be subject to a recorded vote and voting preferences would be documented in the minutes.

The Monitoring Officer reported that as outlined in the various budget reports, the financial challenges faced by both this Council and indeed other Councils, were large. He explained that it was difficult to make savings on the scale required without any impact on services and residents, and there would inevitably be some impact on particular groups, including those with protected characteristics as defined by the Equality Act 2010, which are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage and civil partnerships. The Council was not legally obligated to reject savings with negative impacts on any particular groups, but must consider carefully and with rigour the impact of its proposals on the Public Sector Equality Duty and take a reasonable and proportionate view about the overall impact on particular groups, and seek to mitigate negative impacts where possible.

The Monitoring Officer added that in this context, the Council's proposals for achieving savings were considered to be reasonable overall and took adequate account of the duties set out under the Equality Act. He referred to Appendix L of the Budget Report (page 105 of today's agenda) which listed those budget proposals which would require the production of Due Regard Statements and which would require further decision making prior to implementation.

Furthermore, in relation to Item 9, the Housing Revenue Account Budget, Members would have read the comprehensive Due Regard Statement which was contained at Appendix C (page 163) of today's agenda. The Monitoring Officer highlighted that

when considering this report, Members should consider the contents of that Due Regard Statement and their obligations under the Equality Act 2010.

The Mayor of Doncaster, Ros Jones, presented the report to Council, which sought approval of the Revenue Budget proposals for 2018/19 to 2020/21.

The Mayor stated that the proposals delivered another prudent three year financial plan aligned to the Doncaster Growing Together strategy approved by Council, which focused on protecting and improving front line services, and investing in Doncaster's future.

The Mayor advised that the two main changes announced by the Government since her original proposals were presented to Council were:-

- An additional one off social care grant of £944,000, which the Council will use to reduce the saving required in relation to home care and residential care; and
- The freedom to increase core Council Tax up to 3%. However, the Council had chosen not to do this.

The Mayor stated that, as everyone was aware, the Council continued to face a difficult financial challenge. There had been no let-up by the Conservative Government. Their savage cuts to Council budgets had left the Council with another significant budget gap. Over the next three years, the Council needed to meet a further budget gap of £44m. This was on top of the £224m of ongoing savings the Council had already had to find in its annual Revenue Budget since the Government austerity measures began.

The Mayor emphasised that it would take the total annual budget gap the Council has had to bridge to more than £267m since the Government austerity measures took hold in 2010/11.

The Mayor remained extremely disappointed that the Government had not taken the opportunity to deal with the national funding problems facing Local Authorities, particularly with regard to Adult Social Care and Children's Services. She felt that their answer, which was to underfund vital services and yet increase the financial burden on local Council Tax payers, was wrong.

The Mayor explained that through the Council's careful planning and prudent approach over the last four years, it had managed to limit the total proposed rise in Doncaster next year to 3.99%, which was well below the maximum 6% that the Government was now allowing, which many other parts of the country were experiencing. This meant that Doncaster would have the seventh lowest Council Tax in the Country amongst Metropolitan and Unitary Authorities. It was also the lowest increase and the lowest level of Council Tax in South Yorkshire. However, she was deeply disappointed that the Prime Minister had forced these costs on to many of the people who could least afford them.

The Mayor informed Members that the Council's only course of action was to grow its way out of this situation. The good news was that in Doncaster, the Council was delivering on that agenda and its approach was paying dividends.

The Mayor thanked all of the staff, partners and colleagues who had helped to deliver the Council's successes in often difficult circumstances. This proposal continued the Council's prudent and effective, but ambitious approach to delivering services and supporting the Borough.

The Mayor concluded by stating that she was grateful to Members from Overview and Scrutiny for their contribution to the budget process and understood that there were no proposed amendments to the budget from colleagues in the Chamber.

Following the presentation of the Revenue Budget 2018/19 to 2020/21 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 Chair of Council, Councillor George Derx, the Vice-Chair of Council, Councillor Majid Khan, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Mick Cooper, Linda Curran, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Pat Haith, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Ken Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas, Austen White and Sue Wilkinson.

Against - 7

Councillors Nick Allen, Jane Cox, Steve Cox, Martin Greenhalgh, R. Allan Jones, Cynthia Ransome and Jonathan Wood.

Abstain - 0

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

RESOLVED that the Revenue Budget proposals for 2018/19 to 2020/21 Revenue Budget, as set out in the report, be approved including:-

- (1) the revenue budget proposals for 2018/19, as detailed at Appendix B (pressures £5.615m) and Appendix C (savings £17.702m);
- (2) Council Tax to be increased by 3.99% to £1,287.20 for a Band D property (£858.13 for a Band A) for 2018/19. This includes:-
  - (i) 1.99% Council Tax increase equates to an increase of £24.63 for Band D per annum, £0.47 per week (£16.42 for Band A per annum, £0.31 per week);

- (ii) 2.00% Government's Social Care "precept" equates to an increase of £24.76 for Band D per annum, £0.47 per week (£16.50 for Band A per annum, £0.32 per week).
- (3) the 2018/19 Grants to third Sector Organisations, as outlined in paragraph 30 and Appendix G;
- (4) the fees and charges proposed for 2018/19 at Appendix H;
- (5) the Medium Term Financial Forecast including all proposals in the report, as set out in Appendix E; and
- (6) a gross revenue expenditure budget of £477.6m and a net revenue expenditure budget of £214.8m, as detailed in Appendix E.

76 CAPITAL PROGRAMME 2018/19 TO 2021/22

Council received a report which set out the Capital Programme Budget proposals for 2018/19 to 2021/22.

In presenting the report, the Mayor of Doncaster, Ros Jones, stated that despite the Government's revenue budgets cuts, it was vital that the Council continued to invest in Doncaster's future for the benefit of its residents and to stimulate economic growth, and job creation. She was therefore very pleased to introduce the Council's Capital Budget proposals, which would see an estimated £349m of investment across the Borough over the period 2018/19 to 2021/22.

The Mayor reported that this year alone, £129m of spend was estimated. In particular, residents would see significant progress on a number of important projects to revitalise the Town Centre and drive forward the Borough's economy. Key to this ambition was the Council's schemes to progress the exciting Urban Centre Masterplan, which would help to reshape the Town Centre as a key economic driver for the Borough. It aimed to make Doncaster Town Centre a vibrant hub, with more people living and working in the area, and improvements to the leisure and culture offer.

This year, residents and businesses would see significant progress on a number of schemes, including:-

- The regeneration of Doncaster's historic market, focused on the redevelopment of the Grade II Listed Wool Market.
- An improved gateway into the Town Centre at the railway station, making major improvements to the area for railway station users, and encouraging new investment in this part of town; and
- Construction of the new Central Library, Museum and Art Gallery would commence, continuing the development of the Civic and Cultural Quarter and bringing the former Girls School site back into use, incorporating the original frontage into the new scheme.

The Mayor advised that as these schemes progressed, the Council also had a pipeline of new projects to continue the masterplan development, including Quality Streets proposals for Silver Street and Hallgate.



Elsewhere in the Borough, the Council would continue its success in using major transport schemes to deliver new jobs, economic growth and housing, including:-

- £13.3m was earmarked for the DN7 Unity Hatfield Link Road; a new 3km road from J5, M18. It was expected to deliver 3,100 houses, 395,000m<sup>2</sup> of commercial floor space and a local centre with new retail and educational facilities over a 30 year timeframe;
- Phase 2 of the Great Yorkshire Way would open this year, taking visitors directly to Doncaster Sheffield Airport, enabling 396,000m<sup>2</sup> of commercial development; and
- The £10.3m A630 Westmoor Link would unlock housing and employment sites by introducing new infrastructure improvements, including high capacity junctions and widening a narrow railway bridge.

The Mayor commented that where the market had been unable to deliver on its own, the Council was stepping in to help bring new economic development schemes to fruition. At Lakeside, the Council would develop the Herten Triangle scheme to deliver new leisure facilities with a number of restaurants, cafe and drive through units. As well as creating new jobs for local people, the project was expected to generate £0.5m per year in rent and around £0.3m per year of new business rates, helping to offset the impact of Government cuts.

However, the Mayor highlighted that the Capital Programme was not limited to major economic development schemes. Over the next two years, 151 new Council owned affordable units would be delivered through the Council's Affordable Housing building programme investing £16.8m, which included the major regeneration and redevelopment at the Wheatley Howards Estate.

The Mayor also reported that further funding totalling £20.6m had been earmarked for new build developments, subject to scheme approval. It was estimated this would deliver in the region of 180 additional units.

Members were informed that the Council would also be improving its existing Council Housing stock with £15.3m allocated in 2018/19 for improving and maintaining existing Council homes. A further £3.6m would be spent on high-rise fire safety improvements, including the introduction of new fire suppressant and sprinkler systems following the tragic Grenfell Fire. In addition, £5.4m would be invested in Energy Efficiency Works on hard to treat properties, improving the lives of our tenants.

In Adults Services, 1200 housing adaptations for the disabled were estimated to be completed per year, with an estimated funding package of £17.8m.

In relation to Children and Young People, twenty nine schools were estimated to have a range of improvement works completed in 2018/19, including roof replacements, electrical and lighting upgrades, window replacement and heating system improvements, investing £11.1m. £1.5m would also be invested through Doncaster Children's Services Trust for the construction and acquisition of accommodation for Care Leavers.

With regard to Doncaster Culture and Leisure Trust, this was also the final year of a 5 year programme of investment in the Council's leisure facilities, with a £3.8m allocation for 2018/19. £1.3m was estimated to be used on fabric maintenance and system replacement in 2018/19, mainly at Adwick, Dearne Valley and the Dome.

The Mayor further reported that in relation to the Borough's roads, an estimated £4.4m of LTP capital funded works would be programmed for highway, bridge and street lighting maintenance schemes in 2018/19. This funding would support on average per year approximately, 25km of surface dressing, strengthening and resurfacing around 10km of local roads and reconstructing and resurfacing around 8km of footways in 2018/19.

In addition, it was anticipated that around 15,000m<sup>2</sup> of permanent patching repairs would be undertaken in 2018/19 in support of pothole repairs, pothole prevention measures and routine maintenance. £1.3m would be invested in street lighting column replacements.

To conclude, the Mayor commented that this was an excellent and exciting Capital Programme which invested in the Borough for the benefit of residents both now and in the future.

Following the presentation of the Capital Programme 2018/19 to 2021/22 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 Chair of Council, Councillor George Derx, the Vice-Chair of Council, Councillor Majid Khan, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Mick Cooper, Linda Curran, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Pat Haith, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Ken Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas Austen White and Sue Wilkinson.

Against - 7

Councillors Nick Allen, Jane Cox, Steve Cox, Martin Greenhalgh, R. Allan Jones, Cynthia Ransome and Jonathan Wood.

Abstain - 0

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

RESOLVED that the Capital Budget proposals for 2018/19 to 2021/22, as detailed in the report, be approved, including:-

- (1) the Capital Programme, noting the proposed investment over the next four years and what that would deliver; and
- (2) Cabinet take responsibility for agreeing any significant changes to the Schools Condition Programme and the Local Transport Plan funding, and that they be agreed in consultation with the relevant Portfolio Holder.

## 77 HOUSING REVENUE ACCOUNT BUDGET 2018/19

Council received a report presented by the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Housing and Equalities, which set out the Housing Revenue Account (HRA) Budget for the 2018/19 financial year and the medium term financial forecast for the next three years.

The Deputy Mayor informed Members that the account had a budget to break even and was targeted to have a working balance of £4.0m over the next four years.

The Deputy Mayor outlined the recommendations within the report, which included:-

- That housing rents were decreased by 1% in 2018/19 and in 2019/20. This decrease was a statutory change which was included within the Welfare Reform and Work Act 2016. 2018/19 was the third of four years where there would be a 1% rent reduction.
- The rent reductions had significantly reduced the resources available within the HRA but the Council was confident that it would not reduce its ability to deliver excellent value for money services to all tenants and ensure that the Council maintained the investment in tenant's homes, especially around ensuring that they were as energy efficient as possible. The Council was also able to deliver significant fire safety improvements in its nine high rise blocks.

The Deputy Mayor expressed his disappointment that the four year rent reductions did reduce the number of new build Council houses that the Council was able to deliver, but this reduction had not stopped the Council House New Build Programme. This decrease made a small weekly difference for tenants, but every little helped in the current economic climate.

The Deputy Mayor reported that the average rent in Doncaster would be the lowest of all Metropolitan District Councils at £69.83 per week. Also, inflationary increases in the charges for garages and enclosed gardens were the first increase since April 2014.

He added that the HRA continued to fund £40m of investment within the Council stock during 2018/19. The main areas of investment were fire safety works, the Council House new build programme, the regeneration of the Bristol Grove area in Wheatley, continued investment in new energy efficient boilers and heating systems and new roofs, including fascias, gutters and soffits.

Following the presentation of the Housing Revenue Account 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 Chair of Council, Councillor George Derx, the Vice-Chair of Council, Councillor Majid Khan, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Mick Cooper, Linda Curran, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Pat Haith, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Ken Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas, Austen White and Sue Wilkinson.

Against - 7

Councillors Nick Allen, Jane Cox, Steve Cox, Martin Greenhalgh, R. Allan Jones, Cynthia Ransome and Jonathan Wood.

Abstain - 0

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

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

- (1) rents be reduced from 2nd April, 2018, by 1.0%, as detailed in paragraphs 7 to 10 of the report in line with Government policy; this would result in an average weekly rent decrease of £0.71, resulting in an average rent of approximately £69.83 per week. Rents would be charged every week of the year;
- (2) the budget proposals for the HRA for 2018/19, which are contained in Appendix A, which set a balanced budget for the HRA and maintain a reserve of £4.0m; and
- (3) fees and charges, as detailed in paragraph 13 of the report.

78 THE TREASURY MANAGEMENT STRATEGY 2018/19 - 2021/22

The Mayor of Doncaster, Ros Jones, presented a report which provided details of the Strategy for the management of the Council's finances and provided a framework for the operation of the Treasury Management function within the Council.

The Mayor explained that the Treasury Management function ensured that sufficient cash was available to meet the service requirements and the Capital Programme plans. The Council had to ensure that it had access to money to pay its bills and it was vital that the Council managed its finances in the best interests of local residents. The Strategy proposed how the Council would take a sound and robust approach to achieve those goals, setting out the Council's plans for the coming three years.

It was reported that investment interest rates remained low, but forecast interest rates were due to rise over the term of the Strategy. However, the Mayor explained that despite current volatility, the general consensus was that any rises would be slow and steady. Borrowing continued to be taken to support the Capital Programme and refinance matured loans, but this would be taken over short terms and at very low rates (less than 1.5%) to keep interest costs as low as possible.

The Mayor advised that further borrowing would be needed to help fund the Capital Programme. This would be taken when needed and at the most advantageous interest rates achievable. There were also loans totalling £32.5m expiring during 2018/19 which would require refinancing. It was further explained that 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 Minimum Revenue Provision (MRP).

Following a review, the Council had amended the MRP policy to allow the Council to use the most beneficial method of MRP calculation whilst complying with revised Ministry of Housing, Communities and Local Government regulations.

Overall the Mayor believed that this Strategy was a sensible and appropriate approach to managing the Council's financing requirements.

Members were afforded the opportunity to comment on the Strategy.

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 - 42

The Chair of Council, Councillor George Derx, the Vice-Chair of Council, Councillor Majid Khan, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Mick Cooper, Linda Curran, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Pat Haith, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Ken Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas, Austen White and Sue Wilkinson.

Against - 7

Councillors Nick Allen, Jane Cox, Steve Cox, Martin Greenhalgh, R. Allan Jones, Cynthia Ransome and Jonathan Wood.

Abstain - 0

On being put to the meeting, the Treasury Management Strategy was declared CARRIED.

RESOLVED that

- (1) the Treasury Management Strategy Statement 2018/19 - 2021/22 report and the Prudential Indicators included, be approved; and
- (2) the Minimum Revenue Provision (MRP) Policy, as set out in paragraphs 26 - 27, and Appendix B of the report, be approved.

79 COUNCIL TAX SETTING AND STATUTORY RESOLUTIONS 2018/19

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which set out how the Council Tax was calculated and made recommendations regarding Doncaster Council's Council Tax requirement for 2018/19.

It was proposed that Doncaster Council's element of the Band D Council Tax charge be increased by 3.99% for 2018/19 to £1,287.20. The proposals included an increase in the core Council Tax of 1.99%, as set out in the 2018/19 Revenue Budget and an increase in the Adult Social Care Precept of 2%.

The Mayor reported that just under 88% of domestic properties in Doncaster fell into Bands A, B and C with 59% falling in Band A. The proposals equated to a charge of £858.13 for a Band A property, which was an increase of £0.63 per week.

The report included an increase in Council Taxes of the Joint Authorities (South Yorkshire Police and South Yorkshire Fire) which represented an overall increase of 4.33% for Doncaster residents. This meant that Doncaster would have the seventh lowest Council Tax level in the Country amongst Metropolitan and Unitary Authorities, and the lowest in South Yorkshire.

Following the presentation of the Council Tax Setting and Statutory Resolutions 2018/19 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 - 43

The Chair of Council, Councillor George Derx, the Vice-Chair of Council, Councillor Majid Khan, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Mick Cooper, Linda Curran, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Pat Haith, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Ken Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Andy Pickering, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas, Austen White and Sue Wilkinson.

Against - 7

Councillors Nick Allen, Jane Cox, Steve Cox, Martin Greenhalgh, R. Allan Jones, Cynthia Ransome and Jonathan Wood.

## Abstain - 0

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

RESOLVED that the Council approve a Band D Council Tax for 2018/19 of £1,287.20 for Doncaster Council services and passed the appropriate Statutory Resolutions, as set out and recommended at Appendix B, which incorporated the Council Taxes of the Joint Authorities and which, taken together with Doncaster's 3.99% increase, represented a 4.33% increase from the 2017/18 Council Tax for Doncaster residents.

## 80 CORPORATE PLAN 2018-19

The Council considered a report which sought approval of an updated 2018/19 Corporate Plan, which provided a clear direction for the work of the Council for the next year.

In presenting the report, the Mayor of Doncaster, Ros Jones, reported that in September 2017, the Council and its partners launched the 'Doncaster Growing Together' (DGT) Plan; a new Borough Strategy for the next four years. Delivering the Doncaster Growing Together Plan was the Council's key priority and the Corporate Plan outlines the Council's contribution to achieving this.

The Mayor was pleased to propose an updated plan, setting out the Council's priorities for the coming year, which included:-

- Delivering the Council's major urban centre projects including:-
  - Transforming Doncaster station forecourt to provide a gateway into the Town;
  - Redevelopment of the Wool Market;
  - Commencing construction of the new central library, museum and art gallery;
  - Completion of Great Yorkshire Way Phase 2;
  - Construction of the Herten Triangle Leisure Project at Lakeside; and
  - Proposals to develop Hall Gate and Silver Street as part of the Quality Street initiative.
- Developing an integrated Employment and Advancement Service;
- Delivering our Social Mobility Opportunity Area action plan, including improving careers information and advice for young people; and
- Working with Sport England to pilot improvements in physical activity across the Borough

The Mayor highlighted that a key change to the plan since last year, was the inclusion of 'Service Standards', reflecting what the Council needed to do well, day in, day out. As with last year, the Corporate Plan included an additional 'Connected Council' theme; this was to ensure that the Council continued to improve how it operated, how it dealt with continued tough financial conditions and was ready for any future

challenges it may face. For example, how the Council continue to make the most of technology to provide modern, accessible services.

The Mayor commented that she was grateful to the Overview and Scrutiny Management Committee for considering the Plan and providing their feedback and support.

In concluding her presentation of the report, the Mayor asked for the Council's support for the updated Corporate Plan, in order to focus the Council's efforts over the next year to improve quality of life for residents in the Borough.

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

RESOLVED that updated 2018/19 Corporate Plan, be noted.

81 APPOINTMENT OF LOCAL RETURNING OFFICER FOR BARNESLEY, DONCASTER, ROTHERHAM AND SHEFFIELD COMBINED AUTHORITY ELECTION

The Council received a report which informed Members of the appointment of the Council's Chief Executive, Johanna Miller, as the Local Returning Officer for the Barnsley, Doncaster, Rotherham and Sheffield Combined Authority election to be held on 3rd May, 2018.

It was reported that the Combined Authority had appointed its Chief Executive, Dave Smith, as Returning Officer for the election, but each voting area (Barnsley, Doncaster, Rotherham and Sheffield) were required to appoint a Local Returning Officer to ensure that the election was administered appropriately in its own area.

Following recent issues surrounding the Combined Authority and the desire of Doncaster and Barnsley Councils to join a Wider Yorkshire devolution model, rather than a smaller South Yorkshire arrangement, a Community Poll was held during December 2017, which overwhelmingly demonstrated that the preference of the people of Doncaster and Barnsley was to join a Wider Yorkshire rather than the Sheffield City Region Combined Authority.

It was noted that following the outcome of the Community Poll, Ros Jones the Mayor of Doncaster and the Leader of Barnsley Council, both wrote to Sajid Javid, the Secretary of State for Housing, Communities and Local Government, proposing that the May 2018 election be postponed and that the desire of Doncaster and Barnsley to join a Wider Yorkshire proposition be respected.

Unfortunately, these discussions had not, to date, been successful and in May 2018, the Combined Authority election would take place at an estimated cost of £2m. It remained the ambition of Doncaster Council, and almost all of the other Local Authorities in Yorkshire, to establish a Wider Yorkshire Combined Authority. In order to achieve this aim, Doncaster Council would need to leave the Sheffield City Region Combined Authority.

In commenting on the report, the Deputy Mayor, Councillor Glyn Jones, whilst being supportive of the recommendation, felt that it was unfortunate that £2m of public money was being spent on the election, when there could have been an interim Mayor



for two years, as in Greater Manchester, before Andy Burnham was elected in May last year. The election was nonetheless going ahead, despite the Council's Community Poll which showed Doncaster residents, alongside the business community, to be firmly in favour of a wider Yorkshire deal.

The Deputy Mayor stated that he was backing Dan Jarvis to be Labour's Mayoral candidate, not least because he would deliver on the Wider Yorkshire ambitions.

The Deputy Mayor updated Members in relation to two meetings that had taken place during the last week. Firstly, the Deputy Mayor reported that he had attended an All Party Parliamentary Group session for the Yorkshire and Humber in the House of Commons, together with 70 other people from across Yorkshire, representing the public and private sectors, trade unions, MPs and the House of Lords. They had met with Sajid Javid, the Secretary of State for Housing, Communities and Local Government, and all the 18 Councils present had confirmed their support for One Yorkshire, during which the Secretary of State invited Councils to submit firm proposals thereon. The Deputy Mayor reported that whilst the Secretary of State didn't confirm whether or not a wider Yorkshire deal would be accepted, but that 'his door was clearly open'. The Secretary of State had asked the Group to show him what they had agreed. The Secretary of State was clear that South Yorkshire Councils could be part of Wider Yorkshire from the very outset. The Deputy Mayor expected that meant that a South Yorkshire Mayor would only be in place until the Yorkshire deal was finalised, which meant that we were working towards Yorkshire Devolution by 2020. The Deputy Mayor undertook to provide a copy of the briefing note from the meeting of members of the All Party Parliamentary Group session for the Yorkshire and Humber and the Secretary of State on 27 February 2018, in relation to a One Yorkshire approach to Devolution, to all Members following the meeting.

The Deputy Mayor further reported that this morning, he had attended a meeting with Yorkshire Leaders in Leeds on behalf of Mayor Ros Jones. He stated that again, 18 out of 20 Yorkshire Councils were represented (except Sheffield and Rotherham) and that it was an extremely positive meeting and the Yorkshire Leaders had agreed a high level set of Devolution proposals to submit to the Secretary of State. The Deputy Mayor added that these proposals were being finalised and were being sent to the Secretary of State within the next few days. As soon as, that was finalised, the Deputy Mayor gave an undertaking to send a copy of Yorkshire's Devolution Submission Agreement to all Members of the Council.

RESOLVED to note the appointment of the Council's Chief Executive Johanna Miller, as the Local Returning Officer for the Barnsley, Doncaster, Rotherham and Sheffield Combined Authority Election to be held on 3rd May, 2018.

82 QUESTIONS BY ELECTED MEMBERS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES 15.2 AND 15.3

A. Questions on Notice

No questions on Notice from Elected Members, had been received for this meeting.

B. Questions Without Notice

In accordance with Council Procedure Rule 15.2, the Chair of Council sought questions from Elected Members during question time.

A. Questions to the Mayor of Doncaster, Ros Jones

There were no questions put to the Mayor of Doncaster, Ros Jones.

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

There were no questions put to the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Housing and Equalities.

C. Questions to Councillor Nigel Ball, Cabinet Member for Public Health, Leisure and Culture

Q. Councillor Cynthia Ransome asked the following question:-

“My question relates to volunteers for Community Libraries. When the last administration won an award for creating community libraries, there were certain ones that we kept in the Council; usually, in deprived areas, for the simple reason that we felt that they were a necessity. Can you please explain why Adwick School allows their pupils to leave at 2.30pm in the afternoon and the Library at Woodlands, which is practically next door, closes at 2.30pm every day. There is also a notice on the door which says that computers are switched off at 2.15pm. How does this help the students?”

A. Councillor Nigel Ball, gave the following response:-

“Thank you very much for your question Councillor. I wasn’t aware of this and I am not aware of when each individual Library opens and closes, but that is something that I am willing to look at and I will come back to you on that.”

D. Questions to Councillor Joe Blackham, Cabinet Member for Highways, Street Scene and Trading Services

There were no questions put to Councillor Joe Blackham, Cabinet Member for Highways, Street Scene and Trading Services.

E. Questions to Councillor Rachael Blake, Cabinet Member for Adult Social Care

There were no questions put to Councillor Rachael Blake, Cabinet Member for Adult Social Care.

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

There were no questions put to Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools.

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

Q. Councillor Jonathan Wood asked the following question:-

“Chris, you talked about bins being missed and that people can put extra out this week to try and catch up, but what I wasn’t quite clear about for those people obviously that might be listening or viewing on the Internet, is if somebody missed a black bin during the week when it snowed, does that mean when you said that they can put anything in to catch up the following week, that they can put it in black and green if it’s green the following week? Or does it only mean that they can put the extra black bin waste, the next black bin week, which would mean another two weeks. So they would have been without garbage collection for a month. Can you just confirm which way it is because it could have been either way, and I just want to make sure for those people listening in that they don’t put it out early and get into trouble or anything like that?”

A. Councillor Chris McGuinness, gave the following response:-

“The discussion so far with SITA and Officers is that you put your black waste out that was missed at your next black bin collection.”

Q. Councillor Jane Cox asked the following question:-

“On the back of what Councillor Wood has said, I think there is going to be some confusion about this. Obviously, this week that has just gone was the last week for the green boxes as they were, but they haven’t been collected in some places. I have seen green boxes out where I live and they are full of mixed rubbish because that’s what it was last week. Now, are we going to advise the public whether they need to sort that rubbish in to their blue bin and their green box because obviously, it is mixed and that is not what we are doing next week?”

Councillor Chris McGuinness, gave the following response:-

“It is my understanding and obviously it has been ongoing today and if you ‘hang on’ after the meeting, Officers will be able to answer that. They can still use the green box, but for glass, you have a blue bin you put the rest of the recycling in the blue bin.”

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

Q. “What I am saying is, the green boxes from last week which were left outside properties, do they need bringing in and sorting and to ask residents to do this?”

A. Councillor Chris McGuinness gave the following response:-

“Yes.”

Further to the above in relation to waste collection, Councillor Neil Gethin reported that there had been an email sent out at 3.15pm today from Gill Gillies, Assistant Director of Environment, to clarify the position in relation to waste collection.

Q. Councillor Gethin asked the following question:-

“Within the literature that was sent out to everybody, I happened to read it today because we were confused over which day the collections were and under the green bin section, it says that you put everything in the blue bin; that is what it says on the actual leaflet that has been sent to everybody, so I think that is where some of the confusion may be. Is that what you are saying; is that correct Chris?

A. Councillor Chris McGuinness gave the following response:-

“No, the glass goes in the green box and the other recycling goes in the blue bin. It said on the leaflet to put the glass in the green box, but it also said to put it in the blue bin which was also an error.”

H. Questions to Councillor Bill Mordue, Cabinet Member for Business, Skills and Economic Development

There were no questions put to Councillor Bill Mordue, Cabinet Member for Business, Skills and Economic Development.

I. Questions to Councillor Jane Nightingale, Cabinet Member for Customer and Corporate Services

There were no questions put to Councillor Jane Nightingale, Cabinet Member for Customer and Corporate Services.

J. Questions to Councillor Austen White, Chair of the Audit Committee

In the absence of Councillor Austen White, Chair of the Audit Committee, the Chair of Council informed Members that any questions for Councillor White should be submitted in writing to the Member Support Office after the meeting and a response would be provided accordingly.

K. Questions to Councillor Phil Cole, Chair of the Elections and Democratic Structures Committee

In the absence of Councillor Phil Cole, Chair of the Elections and Democratic Structures Committee, the Chair of Council informed Members that any questions for Councillor Cole should be submitted in writing to the Member Support Office after the meeting and a response would be provided accordingly.

L. Questions to Councillor Rachael Blake, Chair of the Health and Wellbeing Board

There were no questions put to Councillor Rachael Blake, Chair of the Health and Wellbeing Board.

M. Questions to Councillor Kevin Rodgers, Chair of the Overview and Scrutiny Management Committee

There were no questions put to Councillor Kevin Rodgers, Chair of the Overview and Scrutiny Management Committee.

83 TO RECEIVE THE MINUTES OF THE FOLLOWING JOINT AUTHORITIES

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

- A. Sheffield City Region Combined Authority held on 29th January, 2018.
- B. Sheffield City Region Local Enterprise Partnership Board held on 18th December, 2017.
- C. South Yorkshire Fire and Rescue Authority held on 22nd January, 2018.
- D. Sheffield City Region Combined Authority/South Yorkshire Pensions Authority Joint Local Pension Board held on 18th January, 2018.
- E. South Yorkshire Pensions Authority held on 18th January, 2018.
- F. South Yorkshire Police and Crime Panel held on 15th December, 2017 and 2nd February, 2018.

Before formally closing the meeting, the Chair of Council, Councillor George Derx, informed Members that the Data Protection training for Members scheduled after the Council meeting had been postponed.

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_

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## Doncaster Council

### Report

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Date: 18th May, 2018

#### 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 responsibility for taking decisions. As a general rule, policy formulation and review decisions are taken by Elected Members and operational implementation decisions are taken by Officers.

#### **BACKGROUND**

4. Legislation provides for an Elected Mayor to put in place arrangements for the discharge of Executive functions. The Executive Procedure Rules within the Constitution require the Elected Mayor at the Annual Council Meeting, to inform Council of the composition of the Executive for the year ahead and to provide a broad outline of the Scheme of Delegations for the discharge of Executive functions.
5. The Scheme of Delegations sets out who is responsible for discharging Executive functions, areas of portfolio responsibility and includes decision making powers delegated to Cabinet Members (if any) and Officers. Work in preparing a new Scheme of Delegations for Executive functions is currently ongoing. Upon completion, the revised Scheme will be circulated to all Members of the Council for their information.

## **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

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

## **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

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

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 30.04.18]**

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

## **FINANCIAL IMPLICATIONS [Officer Initials LR Date 01.05.18]**

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

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 19.04.18]**

11. There are no HR implications associated with the contents of this report.

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 20.04.18]**

12. There are no specific technology implications in relation to this report. Governance and Members Services will be responsible for updating the changes in the modern.gov system, when agreed.

## **HEALTH IMPLICATIONS [Officer Initials RS Date 18.04.18]**

13. There are no direct health implications from this report. However, the way the responsibilities outlined in this scheme of delegation are delivered will have a significant impact on improving the health of Doncaster people and reducing health inequalities. Further advice can be provided by the Director of Public Health if required.

## **EQUALITY IMPLICATIONS [Officer Initials DMT Date 16.04.18]**

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

## **CONSULTATION**

15. 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**

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## Doncaster Council

### Report

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Date: 18th May, 2018

#### To the Chair and Members of the COUNCIL

#### **COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2018/19**

#### **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.

#### **RECOMMENDATIONS**

2. The Council is requested to:-
  - (i) for the reasons set out at paragraphs 10-12, agree to the proposed revisions to Terms of Reference set out at Appendix A to this report;
  - (ii) approve the revised arrangements in respect of those functions previously undertaken by the Joint Safety Committee as detailed at paragraphs 8 and 9 of the report;
  - (iii) note Part 3 of the Constitution will be amended to reflect the revised arrangements relating to corporate Safety;
  - (iv) 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
  - (v) note that the Constitution will be updated to reflect any revisions to the Terms of Reference agreed at this meeting.

#### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

3. The Council is committed to maintaining the highest standards of Governance, and the proposed Terms of Reference allow for the proper discharge of its functions by a Committee or Sub-Committee ensuring openness and transparency in terms of the Council's decision making processes. This ensures this obligation is met.

## BACKGROUND

4. At the Annual Council meeting each year, Terms of Reference for Committees and Sub-Committees appointed by Full Council are approved.
5. The current Terms of Reference of Committees and Sub-Committees of Council are set out within Part 3 of the Council's Constitution which can be accessed on the Council's website.

<http://www.doncaster.gov.uk/services/the-council-democracy/council-constitution>

6. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.
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) Joint Safety Committee**

8. In order to modernise and provide a more strategic approach to the Council's current Health and Safety reporting and consultation structure, as well as to bring it in line with HSE guidelines and other Local Authority best practice, a new structure is to be implemented that will replace the Joint Safety Committee. The new structure will strengthen overall governance, enhance effective communications, embed management accountability, and give strategic direction for Health and Safety at all levels across the Council.
9. To achieve a more strategic approach, current Directorate Liaison Groups will become Directorate Health and Safety Committees. These Committees will be chaired by Assistant Directors, with Trade Union and employee representation, attended by the Health & Safety Manager or Advisor and other specialists when required. The Directorate Health and Safety Committees will, in turn, report quarterly to the Directors meetings, Portfolio Holder and the Executive Board, and will then feedback actions and outcomes to Directorate committees. Where Health and Safety matters remain unresolved at the lower levels, the new structure is supported by an escalation route, where appropriate, up to the Doncaster Consultative Group within the council's Industrial Relations Framework. This will establish enhanced accountability, a proactive and strategic approach to continual improvement, effective consultation and communication at all levels. Therefore the new structure will provide a direct link to all employee and governance levels at both strategic and operational levels for Health and Safety issues.

## **b) Health and Well Being Board**

10. The title of the NHS Commissioning Board has been amended and is now referred to as NHS England throughout the document. This is to reflect the changes arising from the embedding of the Health and Social Care Act 2012.

## **c) Chief Officers Appointments Committee**

11. There has been a slight amendment to the wording of the Terms of Reference of the Chief Officer Appointments Committee, simply to provide greater clarity on the membership of the appointments panel and does not alter the remit of the Committee.

## **d) Audit Committee**

12. The Terms of Reference of the Audit Committee have been reviewed to simplify the wording and update in terms of new guidance and approaches

## **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

13. Council can accept, reject or accept in part, the proposals set out in this report. It is recommended that all the proposals are accepted.

## **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

- 14.

	<b>Outcomes</b>	<b>Implications</b>
	<b>Connected Council:</b> <ul style="list-style-type: none"><li>• A modern, efficient and flexible workforce</li><li>• Modern, accessible customer interactions</li><li>• Operating within our resources and delivering value for money</li><li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li><li>• Building community resilience and self-reliance by connecting community assets and strengths</li><li>• Working with our partners and residents to provide effective leadership and governance</li></ul>	The Council is committed to maintaining the highest standards of Governance and robust Terms of Reference allow for the proper discharge of the Council's functions, ensuring openness and transparency.

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials HMP Date 10.05.18]**

16. 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. There is no legal requirement for a formal safety committee. The Safety Representatives and Safety Committees Regulations 1977 do require a meeting where there is an employee representative request. The proposals outlined in the report are consistent with these powers.

## **FINANCIAL IMPLICATIONS [Officer Initials LR Date 02.05.18]**

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

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 02.05.18]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 08.05.18]**

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

## **HEALTH IMPLICATIONS [Officer Initials RS Date 04.05.18]**

20. The role of all 3 committees/sub-committees can impact on the health and wellbeing of Doncaster people. The most obvious is the Health and Wellbeing Board. The updating of the terms of reference is a hallmark of good governance which should be a marker of a high performing board and therefore a high performing delivery system.

## **EQUALITY IMPLICATIONS [Officer Initials SM Date 04.05.18]**

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

## **CONSULTATION**

22. 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.

## **BACKGROUND PAPERS**

23. None

## **REPORT AUTHOR & CONTRIBUTORS**

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**Scott Fawcus**  
**Assistant Director of Legal and Democratic Services and Monitoring Officer**

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**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 **that will include** 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 of (Chief Executive (Head of Paid Service), Directors, Monitoring Officer and Chief Finance Officer (Section 151 Officer).

## 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 **other regular** activity opinion, ~~on the control environment, and reports on internal audit activity. (actual and proposed), including for internal audit, the setting of Terms of Reference, and the internal audit strategy, and reviewing of resourcing and considering the level of assurance the Head of Internal Audit's 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. III. To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- IV. 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 **or to update on matters presented to the Audit Committee.**
- 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.~~ VIII. To comment on the scope and depth of external audit work and to ensure it gives value for money.

- IX. To liaise with the **Officers of the Council regarding** Public Sector Appointments Ltd ~~and 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.
- XII. To receive training on matters related to the Audit Committee's responsibilities.**

## 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 **management** ~~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 **Local Code of Corporate Governance and** ~~background to the annual governance statement and production of the financial accounts.~~
- IV. To monitor the Council's antifraud, **bribery** and corruption policy and strategy.
- V. To oversee the production of and approve the Council's Annual Governance Statement.
- 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.~~ **VII.** To report and make recommendations to **the Executive Cabinet** or Council on major issues **within the remit of the Committee.** ~~and contraventions.~~

- ~~IX.VIII.~~ To have rights of access to other Committees of the Council and to strategic functions as it deems necessary.
- ~~X. IX.~~ To maintain oversight of any major issues arising from Police or other enquiries into the conduct of the Council in order to minimise disruption to other branches of the Authority.
- XI. To receive periodic reports from appropriate Directors on probity and corporate governance issues not specifically referred to elsewhere within the Committee's Terms of Reference.
- XII. To review the Council's policy under the Regulation of Investigatory Powers Act 2000 annually and to monitor compliance with the policy on a twice yearly basis.

### 3. Accounts

- I. To approve the **audited** 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. To deal with complaints of alleged Member misconduct referred to the Monitoring Officer under Section 28(6) of the Localism Act 2011.
- ~~X. To approve the granting and supervision of exemptions from posts being designated as politically restricted.~~
- XI. X. 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.

## **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~~ **NHS England** 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~~ **NHS England**, 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 freedoms and flexibilities to deliver the core purpose of the board e.g. pooled budgets, joint commissioning, place based budgets;
- 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~~ **NHS England** 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 either the Cabinet Member with responsibility for Adult Social Care or the Cabinet Member whose portfolio includes Public Health.

##### **4.3 Quorum**

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





## Doncaster Council

### Report

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**Date: 18th May, 2018**

**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 the Labour Group lose 1 seat on 2 different Committees/Sub-Committees;

- (3) as a consequence of the loss of the 2 seats at (2) above, allocate the 2 seats to the Independent Members, Councillors Nigel Cannings and 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) Parish Councils' Joint Consultative Committee (6 non-executive Members on a political proportionate basis (5 Labour Group Members and 1 Conservative Group Member); and
  - (b) Member Development Working Group (Cabinet Member with responsibility for Member Training and Development and 1 Member from each Political Group).
- (11) approves the revision to the membership of the Health & Wellbeing Board, as detailed at paragraph 60 of the report;
- (12) approves that Overview and Scrutiny Management Committee and the Panel names remain, but realign their work to the Doncaster Growing Together (DGT) themes;
- (13) approves that fixed meetings in the Council Diary continue to be scheduled for the Overview and Scrutiny Management Committee and the Panels that consider Health and Children and Young People's issues;

- (14) approves that the Panels that currently include issues that fall within Regeneration and Housing and Community and Environment schedule two fixed meetings in the Council Diary per year;
- (15) endorse the appointments of John Hoare as the Church of England representative and Bernadette Nesbit as the Roman Catholic representative on the Children and Young People's Overview and Scrutiny Panel and on the Overview and Scrutiny Management Committee where this is considering issues relating to education matters;
- (16) any appointments to the 2 outstanding Overview and Scrutiny Parent Governor Representatives vacancies be determined by OSMC during the course of the year;
- (17) agrees that future appointments made during the course of the year to any of the Overview and Scrutiny Co-opted Member vacancies, be determined by the Overview and Scrutiny Management Committee;
- (18) 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 50 to 51 of the report;
- (19) 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;
- (20) Kathryn Smart be re-appointed as the co-opted, non-voting, Independent Member to sit on the Audit Committee for a further 4 year period to 31st May, 2022; and
- (21) 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. 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). In addition, since the Borough Council Elections on 4th May, 2017, a casual vacancy has arisen in the Town Ward, and as a Bye-election has not been held, a vacant seat remains. Subsequently, the political composition of the Council is as follows:-

<b>Political Group</b>	<b>Members</b>
Labour	43
Conservatives	7
Mexborough First	3
Independent Members	2

6. It should be noted that the calculations in this report are based on a total of 55 Elected Members of the Council (i.e. the Elected Mayor + 54 Ward Councillors) due to the casual vacancy in the Town Ward. 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:-

<b>Committee/Sub-Committee</b>	<b>Size</b>
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
<b>Total</b>	<b>60</b>

- (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, 58 seats are allocated to the Political Groups on the following proportional basis:-

Labour	- 47	i.e.	43/55
Conservatives	- 8	i.e.	7/55
Mexborough First	- 3	i.e.	3/55

21. This completes the allocation of seats to Political Groups. The remaining 2 seats are allocated to the 2 Members of the Council who are Independent Members who are 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. Councillors Nigel Cannings and 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  $43 \div 55 \times 11 = 8.60$  seats. The table below shows the allocation for all Groups on the Council:-

	5	7	11
Labour	3.91	5.47	8.60
Conservatives	0.64	0.89	1.40
Mexborough First	0.27	0.38	0.60

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 Labour Group (0.60 entitlement) and 1 seat to Mexborough First (0.60 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.

## **PROPOSED SEAT ALLOCATIONS**

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



	<b>LABOUR</b>	<b>CONSERVATIVES</b>	<b>MEXBOROUGH FIRST</b>	
<b>COMMITTEE</b>	<b>Seats Allocated</b>	<b>Seats Allocated</b>	<b>Seats Allocated</b>	<b>Total No. of Seats on Committee</b>
PLANNING	9	1	1	11
ELECTIONS & DEMOCRATIC STRUCTURES	9	1	1	11
CHIEF OFFICERS APPOINTMENTS	9	1	1	11
AWARDS, GRANTS & TRANSPORT (APPEALS)	6	1	0	7
AUDIT	4	1	0	5
CHIEF OFFICERS APPEALS	4	1	0	5
EMPLOYEE RELATIONS DISPUTES RESOLUTION	4	1	0	5
CHIEF OFFICERS INVESTIGATORY SUB	4	1	0	5
<b>TOTAL ALLOCATED</b>	<b>49</b>	<b>8</b>	<b>3</b>	<b>60</b>
<b>Required Seat Allocation</b>	<b>47</b>	<b>8</b>	<b>3</b>	<b>58</b>
<b>Adjustments Required</b>	<b>-2</b>	<b>0</b>	<b>0</b>	<b>-2</b>

26. It can be seen that this initial allocation to provide proportionality on individual Committees and Sub-Committees, results in the Labour Group being over represented by 2 seats.
27. The Labour Group would receive 49 seats in total when it is only entitled to 47 seats.
28. Adjustments are therefore required and the Council must decide:-
  - (i) to remove a Labour Group seat on 2 different Committees/Sub-Committees; and
  - (ii) following the adjustments chosen under (i) above, determine the allocation of the 2 seats to the 2 Independent Members, Councillors Nigel Cannings and John Cooke.
29. The Labour Group has been asked to express a view on which Committees it 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. The term of office of the co-opted, non-voting, independent Member, Kathryn Smart, is due to expire at this year's Annual Council Meeting. Subsequently, the Independent Member has been consulted and has indicated that she wishes to continue undertaking this role. Following consultation with Members of the Audit Committee, a report was submitted to the meeting of the Committee on 5th April, 2018. The Committee confirmed that it would welcome Kathryn to continue in this role and has recommended to Council that Kathryn Smart is re-appointed for a 4 year period until 31st May, 2022. The Committee also has two further non-voting co-opted Members (David Harle and Monica Clarke) who can be called upon as and when required, to attend as members of the Hearings Sub-Committee, to hear Code of Conduct complaints against Councillors.

## **Overview and Scrutiny**

36. The current Overview and Scrutiny structure was revised in May 2015, to take account of best practice and changes to the size of the Council. The main changes agreed at that time were:-
- Enhanced management role for the Overview and Scrutiny Management Committee (OSMC);
  - Panels to focus on review work through task and finish activities;
  - Establishment of a Health Scrutiny; and
  - Working practices being more flexible (Panels not based around pre-determined meetings dates).
37. During the 2017/18 year, the OSMC established a Working Group to review the effectiveness of these arrangements and identify whether any further improvements could be made. Evidence gathering took place from September 2017 to February 2018, and the final recommendations were agreed by OSMC at its meeting on 4th April, 2018. A number of recommendations relating to the structure and operation of the function are therefore, presented to Council for approval.

## **Alignment of OSMC and Panels to Doncaster Growing Together**

38. It was recommended that OSMC and the Panels should retain their current names, but ensure their activities clearly demonstrate alignment to and support the delivery of the Borough's strategic priorities identified through Doncaster Growing Together. The OSMC believed this was in preference to renaming the Panels to reflect the themes as Members have built up knowledge and understanding in certain service areas e.g. Children's Services, Health Scrutiny and Regeneration and the cross cutting nature of the DGT themes would mean some of those issues would be split across two or more Panels. Health Scrutiny currently has a comprehensive work programme and has to respond quickly to a range of important health issues, whilst a key issue for the School's Children and Young People's Scrutiny Panel is to review activities of the Doncaster Children's Trust. This would create work load inequalities across the Panels if these issues were incorporated under a Doncaster Caring Scrutiny Panel.
39. A brief overview of the proposed 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 consider issues around the Connected Council theme, regularly consider performance and budget, and 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; Key focus on Doncaster Learning, accessing high quality education, improving skills and Doncaster Caring, children's social care delivered by the Doncaster Children's Trust.
  - **Regeneration and Housing Panel** - to consider issues relating to skills and enterprise, inward investment, economic development, strategic transport included within the Doncaster Working theme and housing issues considered under the Doncaster Living theme.
  - **Communities and Environment Panel** - to consider neighbourhood issues, street scene and highways, community safety as well as environmental issues included within the Doncaster Living theme.

- **Health and Adult Social Care Panel** - to consider issues that fall within the remit of Public Health Directorate, Adult Social Care and wider health issues included within the Doncaster Caring theme.

### Meeting Arrangements

40. The 2015 review had recommended fixed meeting dates for OSMC with Panels having flexibility to agree meeting dates as and when required. OSMC recognised that due to the number and nature of issues considered by Health Scrutiny and the requirement for the Children’s Scrutiny Panel to review activities of the Doncaster Children’s Trust (DCT), these Panels should continue to agree a small number of fixed meeting dates to consider these issues.
41. The Regeneration and Housing Panel currently does not hold any scheduled meetings with the Communities and Environment Panel holding one meeting to meet its Crime and Disorder responsibilities. It was recommended that two fixed meetings for both Panels be set in the Council Diary to provide an opportunity to give an overview of priorities in these areas and take account of any evolving issues that may require consideration.
42. The membership of each Standing Panel is 9 Elected Members. However, there are also additional workforce representatives and Co-opted Members on the Panels, as detailed below at paragraphs 50 to 51.
43. To maximise 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 Members, Councillors Nigel Cannings and John Cooke, would be as follows:-
 

Labour	34
Conservatives	6
Mexborough First	2
Independent	2
44. Disapplying proportionality on Overview and Scrutiny provides an opportunity for a greater number of seats to be offered to those Members who are not in 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.

45. The Vice-Chairs of the Standing Panels may 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 Political Group.
46. 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 Communities and Environment Panel.

### **Overview and Scrutiny Invitees and Co-opted Members**

47. 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; and
  - Between 2 and 5 (currently 3) Parent Governor representatives within its Membership who are entitled to vote on issues relating to education.
48. Parent Governor Representatives (England) Regulations 2001 state that Local Authorities shall appoint at least 2, but no more than 5 Parent Governor representatives to Overview and Scrutiny Committees from Local Authority maintained Schools. The Council currently looks to appoint to 2 vacancies, but unfortunately no interest has been received in recent years, despite promotion and advertisement of the posts. This may also be due to the reduced number of Local Authority maintained schools. If there is interest shown, the Council agreed in 2017 that OSMC can appoint to the positions. The number of faith representatives (one Church of England and one Roman Catholic) appointed to the Scrutiny Committee with Education within its remit (the Schools, Children and Young People Panel) remains.
49. 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. Bernadette Nesbit 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.

50. 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. The workforce representative nominations are as follows:-
- Overview and Scrutiny Management Committee - Paul O'Brien
  - Children and Young People - Jim Board
  - Communities and Environment - Tom Fent
  - Regeneration and Housing - Mark Whitehouse
  - Health and Adult Social Care - (To be confirmed)
51. At the Annual meeting last year, Council agreed that OSMC be more cross cutting and 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. In reviewing these arrangements, the Union representatives have requested that no rotation takes place for 2018/19 and the current representatives retain their positions on OSMC and the Standing Panels. This is to assist representatives in building up knowledge and experience on OSMC or their respective Panel.
52. 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.
53. 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.
54. 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, 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**

55. 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. Training on Effective Chairing has been arranged early in this Municipal year to provide an opportunity for prospective Chairs to undertake this training. Once this has been undertaken, it will be valid for four years.

## **OTHER COMMITTEE APPOINTMENTS TO DISCHARGE COUNCIL FUNCTIONS**

### **Member Development Working Group (MDWG)**

56. 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. 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)**

57. 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**

58. 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 People (DCS/DASS)*
  - *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*



59. 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)
- Chief Executive of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTHFT)
- Head of Co-Commissioning, NHS England (Yorkshire & Humber)
- Chief Officer, Doncaster Clinical Commissioning Group
- Doncaster District Commander, South Yorkshire Police
- Chief Executive, St Leger Homes
- Chief Executive of Doncaster Children's Services Trust
- Portfolio Holder with responsibility for Adult Social Care
- South Yorkshire Fire and Rescue
- Director of Regeneration and Environment

60. In light of operational experience in the way the Board conducts its business and to reflect external organisational changes made by, or affecting, some of the bodies represented on the Board, it is proposed that Primary Care Doncaster be included within the Board's membership.

#### **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

61. 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 OUTCOMES**

62. Ensuring the membership of the Council's Committee's is in place to effectively discharge its responsibilities will ensure that the Council is able to contribute to the delivery of all of the Council's Key Priorities. In particular, these arrangements will assist the Council in working with our partners to provide strong leadership and governance.

#### **RISKS AND ASSUMPTIONS**

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

#### **FINANCIAL IMPLICATIONS [Officer Initials LR Date 01.05.18]**

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

**HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 19.04.18]**

65. There are no HR implications associated with the contents of this report.

**TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 20.4.18]**

66. There are no specific technology implications in relation to this report. Governance and Members Services will be responsible for updating the changes in the modern.gov system, when agreed.

**HEALTH IMPLICATIONS [Officer Initials RS Date 18.04.18]**

67. There are no direct health implications from this report. However, the individual Committees all contribute to improving the health and wellbeing of Doncaster people and reducing health inequalities. Committee members can seek further advice from the Director of Public Health if required.

**EQUALITY IMPLICATIONS [Officer Initials DMT Date 16.04.18]**

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

**CONSULTATION**

69. Consultation has taken place with the Mayor, Group Leaders and Independent Members in respect of this report.

**BACKGROUND PAPERS:**

Report to Council - 19th May, 2017 - Local Government & Housing Act 1989 - Review of Allocation of Seats on Committees & Sub-Committees.

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**Jo Miller  
Chief Executive**



## Doncaster Council

### Report

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**Date: 18th May, 2018**

**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 to 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 to 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. By appointing Chairs and Vice-Chairs to Committees and Panels, the Council satisfies this requirement and citizens will know who Chair's 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, as set out within Part 6 of the Council's 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 Adult Social Care or the Portfolio Holder responsible for Public Health. This is reflected in the table at Appendix A.

6. Members are also asked to note that in accordance with Rule 3 of the Overview and Scrutiny Procedure Rules, as detailed in the Constitution, Council should ensure that not all Chairs and Vice-Chairs are drawn from the same political party. This is in line with current best practice which seeks to ensure that Members outside the majority group, have an opportunity to help shape and influence the strategic Overview and Scrutiny agenda.

#### **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

7. The appointment of Chairs and Vice-Chairs to Committees and Sub-Committees of the Council, is a statutory requirement. Therefore, no other options are considered relevant or appropriate.

#### **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

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

#### **RISKS AND ASSUMPTIONS**

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

#### **LEGAL IMPLICATIONS [Officer Initials SRF Date 30.04.18]**

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

#### **FINANCIAL IMPLICATIONS [Officer Initials LR Date 01.05.18]**

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 [Officer Initials MLV Date 19.04.18]**

12. There are no HR implications associated with the contents of this report.

#### **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 20.04.18]**

13. There are no specific technology implications in relation to this report. Governance and Members Services will be responsible for updating the changes in the modern.gov system, when agreed.

#### **HEALTH IMPLICATIONS [Officer Initials RS Date 18.04.18]**

14. There are no direct health implications from this report. However the individual committees all contribute to improving the health and wellbeing of Doncaster people and reducing health inequalities. Committee members can seek further advice from the Director of Public Health if required.

#### **EQUALITY IMPLICATIONS [Officer Initials DMT Date 16.04.18]**

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

## **CONSULTATION**

16. 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**

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**Jo Miller**  
**Chief Executive**

**APPOINTMENT OF CHAIRS & VICE-CHAIRS**

	<b><u>CHAIR</u></b> <b>(Nomination Required)</b>	<b><u>VICE-CHAIR</u></b> <b>(Nomination Required)</b>
Overview & Scrutiny Management Committee		
Communities & 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 responsible for Adult Social Care or the Portfolio Holder responsible for Public Health	To be appointed at the first meeting of the Health & Wellbeing Board



## Doncaster Council

### Report

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**Date: 18th May, 2018**

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

**DIARY OF MEETINGS – 2018/20**

#### **EXECUTIVE SUMMARY**

1. The purpose of this report is to approve a schedule of meetings for the 2018/19 and 2019/20 Municipal Years, attached at Appendix A.

#### **RECOMMENDATION**

2. Council is asked to:-
  - (i) approve the proposed Diary of Meetings for the 2018/19 and 2019/20 Municipal Years, attached at Appendix A; and
  - (ii) note the schedule of Cabinet meetings determined by the Mayor of Doncaster.

#### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

3. Approving an advanced calendar of meetings for the 2017/18 Municipal Year and publishing the Forward Plan of key decisions provides an opportunity for citizens of the Borough to engage in the democratic process; where provided for in the Council's Constitution, questions can be asked at Council meetings and its Committees.

#### **BACKGROUND**

4. At its meeting on 25th January, 2018, the Council considered a report outlining a proposed Diary of Meetings for the 2018/19 and 2019/20 Municipal Years, upon which comments were sought.

### **Issues to note**

5. As last year, the frequency of Council meetings has been retained at six with evening meetings starting at 6.00pm being held in the months of July and September.
6. In order to comply with the statutory timescale for agreeing the Council Budget and setting the Council Tax, this issue will be determined at the Council meeting in March each Municipal Year.
7. Meetings have been kept to a minimum during peak holiday periods in late July/August and over the Christmas period.
8. A schedule of Cabinet Meetings approved by the Mayor of Doncaster, has been incorporated in the Diary of Meetings.
9. The dates for Overview and Scrutiny Management Committee meetings have been diarised to ensure that they synchronise with the budget setting process and coincide with the publication of the quarterly Performance and Improvement reports, in order to be considered in a timely manner.
10. This report now presents a final version of the Diary of Meetings for 2018/19 and 2019/20 Municipal Years.

### **Variations to the Schedule of Meetings submitted to Council on 25th January, 2018**

#### **Elections and Democratic Structures Committee**

11. To avoid a possible clash of Member commitments, the Elections and Democratic Structures Committee previously arranged for Tuesday, 12th February, 2019, has been rescheduled to Tuesday, 5th February, 2019 at 10.00 a.m.

#### **Annual Council Meetings**

12. All future Reconvened meetings of Annual Council (Part 2) have been rescheduled to commence at 2.00 pm rather than 1.00 p.m. as in previous years.

#### **Overview and Scrutiny**

13. In response to the recommendations agreed as a result of the Scrutiny Evaluation process, additional formal meetings of two Standing Panels have been scheduled as follows:-
  - Communities and Environment Overview and Scrutiny Panel on 18th July, 2018 at 10.00 a.m.;



- Regeneration and Housing Overview and Scrutiny Panel Standing Panels on 19th September, 2018 at 10.00 a.m.; and
  - Regeneration and Housing Overview and Scrutiny Panel on 13th March, 2019 at 10.00 a.m.
14. In addition, to allow for Member commitments, the Health and Adult Social Care Overview & Scrutiny Panel scheduled on 5th July, 2018 has been rescheduled to 2nd July, 2018 at 10.00 a.m.

### **Member Training**

15. Dates for Member Training sessions have been programmed during the Municipal Year.

### **The E-Diary**

16. The Diary of Meetings can be accessed via the Council's website [www.doncaster.gov.uk](http://www.doncaster.gov.uk). This helps raise awareness of public meetings and may encourage members of the public to attend. To reduce possible clashes of Member commitments, Officers are asked to check the diary of meetings before organising Member events not shown in the diary. When additional meetings are organised, the diary is updated to maintain an accurate list of known Member commitments from a DMBC perspective.

### **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

17. Members are requested to either approve or amend the proposed Diary of Meetings for the 2018/19 and 2019/20 Municipal Years.

### **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

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

### **RISKS AND ASSUMPTIONS**

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

### **LEGAL IMPLICATIONS [Officer Initials SRF Date 30.04.18]**

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

### **FINANCIAL IMPLICATIONS [Officer Initials LR Date 01.05.18]**

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

### **HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 19.04.18]**

22. There are no HR implications associated with the contents of this report.

### **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 20.04.18]**

23. There are no specific technology implications in relation to this report. Governance and Members Services will be responsible for updating the changes in the modern.gov system, when agreed.

### **HEALTH IMPLICATIONS [Officer Initials RS Date 18.04.18]**

24. There are no direct health implications from this report. However the individual meetings themselves will need to consider the health implications of any further reports. Report authors can seek further advice from the Director of Public Health if required.

### **EQUALITY IMPLICATIONS [Officer Initials DMT Date 16.04.18]**

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

### **CONSULTATION**

26. The report is being presented to Full Council to allow the Mayor of Doncaster, other Political Group Leaders and Elected Members, to be consulted on the provisional Diary of Meetings for the 2018/19 and 2019/20 Municipal Years.

### **REPORT AUTHOR AND CONTACT OFFICER**

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Tel: 01302 736712  
Email: david.taylor@doncaster.gov.uk

### **BACKGROUND PAPERS**

Report to Council on 25th January, 2018 (Proposed Diary of Meetings 2018/20)

**Jo Miller**  
**Chief Executive**

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	7th May, 2018	14th May, 2018	21st May, 2018	28th May, 2018
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		<b>BANK HOLIDAY</b>
	1st May, 2018	8th May, 2018	15th May, 2018	22nd May, 2018
<b>T U E S D A Y</b>	10.00 am Planning Committee	10.00 am Cabinet		10.00 am Cabinet
				12 Noon Planning Training 2.00 pm Planning Committee
	2nd May, 2018	9th May, 2018	16th May, 2018	23rd May, 2018
<b>W E D N E S D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet		4.00 pm Corporate Parenting Board	11.15 am Chairing Skills Compulsory Training for Chairs & Vice-Chairs of Committees  3.00 pm Children and Young Peoples Overview and Scrutiny Panel (Work Planning)
	3rd May, 2018	10th May, 2018	17th May, 2018	24th May, 2018
<b>T H U R S D A Y</b>			5.00 pm Deadline for Questions & Statements for Cabinet	2.00 pm Planning Induction Training
				2.00 pm Health & Adult Social Care Overview & Scrutiny Panel (Work Planning) 3.30 pm Community & Environment Overview & Scrutiny Panel (Work Planning) 5.00 pm Deadline for Questions & Statements for Cabinet
	4th May, 2018	11th May, 2018	18th May, 2018	25th May, 2018
<b>F R I D A Y</b>			10.00 am Group Meetings (Mansion House)  11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 2.00pm – Civic Office)	9.30 am Planning Committee Visits

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	4th June, 2018	11th June, 2018	18th June, 2018	25th June, 2018
M O N D A Y			5.30 pm Making Every Conversation Count (Public Health Perspective) Training	
T U E S D A Y	5th June, 2018  10.00 am Cabinet	12th June, 2018  5.30 am Children & Young Peoples Overview & Scrutiny Panel	19th June, 2018  10.00 am Cabinet  5.30 pm Children's Services Safeguarding & Corporate Parenting	26th June, 2018  12 Noon Planning Training  2.00 pm Planning Committee
W E D N E S D A Y	6th June, 2018  10.00 am Overview & Scrutiny Management Committee (Work Planning)  1.30 pm Audit Induction Training	13th June, 2018  11.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)  5.30 pm Adult Safeguarding Training	20th June, 2018  5.30 pm Understanding Equalities Training	27th June, 2018  9.30 pm Making Every Conversation Count (Public Health Perspective) Training  4.00 pm Standing Advisory Council for Religious Education
T H U R S D A Y	7th June, 2018  10.30 am Licensing Induction Training	14th June, 2018  9.30 am Health & Wellbeing Board 10.00 am Licensing Committee  5.00 pm Deadline for Questions & Statements for Cabinet 5.30 pm Health & Safety Training	21st June, 2018  10.00 am Audit Committee	28th June, 2018  10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	1st June, 2018	8th June, 2018	15th June, 2018	22nd June, 2018
			9.30 am Planning Committee Visits	29th June, 2018

**APPENDIX A**

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	2nd July, 2018	9th July, 2018	16th July, 2018	23rd July, 2018	30th July, 2018
M O N D A Y	10.00 am Health & Adult Social Care Overview & Scrutiny Panel		2.00 pm Making Every Conversation Count (Public Health Perspective) Training  5.30 pm Labour Group Meeting		
T U E S D A Y	3rd July, 2018  10.00 am Cabinet	10th July, 2018  10.00 am Elections and Democratic Structures Committee  12 noon Deadline for Motions & Questions for Council	17th July, 2018  10.00 am Cabinet	24th July, 2018  9.00 am Children & Young Peoples Overview & Scrutiny Panel  12 Noon Planning Training  2.00 pm Planning Committee	31st July, 2018  10.00 am Cabinet
W E D N E S D A Y	4th July, 2018	11th July, 2018  1.00 pm Parish Councils' Joint Consultative Committee	18th July, 2018  10.00 am Communities & Environment Overview & Scrutiny Panel  4.00 pm Corporate Parenting Board	25th July, 2018	
T H U R S D A Y	5th July, 2018	12th July, 2018  10.00 am Overview & Scrutiny Management Committee  5.00pm Deadline for Questions & Statements for Cabinet	19th July, 2018  5.00 pm Group Meetings  6.00 pm COUNCIL	26th July, 2018  10.00 am Audit Committee  1.00 pm Joint Safety Committee  5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	6th July, 2018	13th July, 2018	20th July, 2018  9.30 am Planning Committee Visits	27th July, 2018	

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

		6th August, 2018	13th August, 2018	20th August, 2018	27th August, 2018
M O N D A Y					<b>BANK HOLIDAY</b>
		7th August, 2018	14th August, 2018	21st August, 2018	28th August, 2018
T U E S D A Y			10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee	
	1st August, 2018	8th August, 2018	15th August, 2018	22nd August, 2018	29th August, 2018
W E D N E S D A Y					
	2nd August, 2018	9th August, 2018	16th August, 2018	23rd August, 2018	30th August, 2018
T H U R S D A Y		5.00 pm Deadline for Questions & Statements for Cabinet			5.00 pm Deadline for Questions & Statements for Cabinet
	3rd August, 2018	10th August, 2018	17th August, 2018	24th August, 2018	31st August, 2018
F R I D A Y			9.30 am Planning Committee Visits		

**APPENDIX A**

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	3rd September, 2018	10th September, 2018	17th September, 2018	24th September, 2018
M O N D A Y			9.30 am Planning Committee Visits  5.30 pm Labour Group Meeting	
T U E S D A Y	4th September, 2018  10.00 am Cabinet  10.00 am Awards, Grants & Transport (Appeals) Committee	11th September, 2018  12 Noon Deadline for Motions & Questions for Council	18th September, 2018  10.00 am Cabinet  12 Noon Planning Training  2.00 pm Planning Committee	25th September, 2018
W E D N E S D A Y	5th September, 2018  10.00 am Children & Young Peoples Overview & Scrutiny Panel    4.00 pm Corporate Parenting Board	12th September, 2018	19th September, 2018  10.00 am Regeneration & Housing Overview & Scrutiny Panel	26th September, 2018  10.00 am Licensing Committee
T H U R S D A Y	6th September, 2018  9.30 am Health & Wellbeing Board	13th September, 2018  10.00 am Overview & Scrutiny Management Committee   5.00 pm Deadline for Questions & Statements for Cabinet	20th September, 2018  5.00 pm Group Meetings  6.00 pm COUNCIL	27th September, 2018  10.00 am Health & Adult Social Care Overview & Scrutiny Panel   5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	7th September, 2018	14th September, 2018	21st September, 2018	28th September, 2018

**APPENDIX A**

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	1st October, 2018	8th October, 2018	15th October, 2018	22nd October, 2018	29th October, 2018
M O N D A Y					
	2nd October, 2018	9th October, 2018	16th October, 2018	23rd October, 2018	30th October, 2018
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		
	3rd October, 2018	10th October, 2018	17th October, 2018	24th October, 2018	31st October, 2018
W E D N E S D A Y					
	4th October, 2018	11th October, 2018	18th October, 2018	25th October, 2018	
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Joint Safety Committee	10.00 am Audit Committee	
	5th October, 2018	12th October, 2018	19th October, 2018	26th October, 2018	
F R I D A Y		9.30 am Planning Committee Visits			



**APPENDIX A**

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	5th November, 2018	12th November, 2018	19th November, 2018	26th November, 2018
M O N D A Y			5.30 pm Labour Group	
	6th November, 2018	13th November, 2018	20th November, 2018	27th November, 2018
T U E S D A Y	10.00 am Cabinet	12 noon Deadline for Motions & Questions for Council  12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections and Democratic Structures Committee
	7th November, 2018	14th November, 2018	21st November, 2018	28th November, 2018
W E D N E S D A Y	4.00 pm Standing Advisory Council for Religious Education	1.00 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board	
	1st November, 2018	8th November, 2018	15th November, 2018	22nd November, 2018
T H U R S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	9.30 am Health & Wellbeing Board  5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings  2.00 pm COUNCIL
	2nd November, 2018	9th November, 2018	16th November, 2018	23rd November, 2018
F R I D A Y		9.30 am Planning Committee Visits		10.00 am Health & Adult Social Care Overview & Scrutiny Panel  5.00 pm Deadline for Questions & Statements for Cabinet
	2nd November, 2018	9th November, 2018	16th November, 2018	23rd November, 2018
				30th November 2018

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	3rd December, 2018	10th December, 2018	17th December, 2018	24th December, 2018	31st December 2018
<b>M O N D A Y</b>					
	4th December, 2018	11th December, 2018	18th December, 2018	25th December, 2018	
<b>T U E S D A Y</b>	10.00 am Cabinet	9.00 am Children & Young Peoples Overview & Scrutiny Panel  12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet	<b>BANK HOLIDAY</b>	
	5th December, 2018	12th December, 2018	19th December, 2018	26th December, 2018	
<b>W E D N E S D A Y</b>				<b>BANK HOLIDAY</b>	
	6th December, 2018	13th December, 2018	20th December, 2018	27th December, 2018	
<b>T H U R S D A Y</b>	10.00 am Overview & Scrutiny Management Committee	10.00 am Licensing Committee  5.00 pm Deadline for Questions & Statements for Cabinet			
	7th December, 2018	14th December, 2018	21st December, 2018	28th December, 2018	
<b>F R I D A Y</b>	9.30 am Planning Committee Visits				

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	7th January, 2019	14th January, 2019	21st January, 2019	28th January, 2019
<b>M O N D A Y</b>			10.00am Overview & Scrutiny Management Committee  5.30 pm Labour Group Meeting	
	1st January, 2019	8th January, 2019	15th January, 2019	22nd January, 2019
<b>T U E S D A Y</b>	<b>BANK HOLIDAY</b>	12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet  12 Noon Deadline for Questions & Motions for Council	10.00 am Awards, Grants & Transport (Appeals) Committee  10.00 am Cabinet
	2nd January, 2019	9th January, 2019	16th January, 2019	23rd January, 2019
<b>W E D N E S D A Y</b>			4.00 pm Corporate Parenting Board	
	3rd January, 2019	10th January, 2019	17th January, 2019	24th January, 2019
<b>T H U R S D A Y</b>		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board  1.00 pm Joint Safety Committee	1.00 pm Group Meetings  2.00 pm COUNCIL  5.00 pm Deadline for Questions & Statements for Cabinet
	4th January, 2019	11th January, 2019	18th January, 2019	25th January, 2019
<b>F R I D A Y</b>	9.30 am Planning Committee Visits			

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**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	4th February, 2019	11th February, 2019	18th February, 2019	25th February, 2019
M O N D A Y				5.30 pm Labour Group Meeting
	5th February, 2019	12th February, 2019	19th February, 2019	26th February, 2019
T U E S D A Y	10.00 am Elections & Democratic Structures Committee  12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet		10.00 am Cabinet  10.00 am Awards, Grants & Transport (Appeals) Committee
	6th February, 2019	13th February, 2019	20th February, 2019	27th February, 2019
W E D N E S D A Y		10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel		
	7th February, 2019	14th February, 2019	21st February, 2019	28th February, 2019
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet		12 Noon Deadline for Questions and Motions to Council  5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee
	1st February, 2019	8th February, 2019	15th February, 2019	22nd February, 2019
F R I D A Y	9.30 am Planning Committee Visits			

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	4th March, 2019	11th March, 2019	18th March, 2019	25th March, 2019
M O N D A Y	1.00pm Group Meetings  2.00 pm COUNCIL (Budget setting & Council Tax)			
	5th March, 2019	12th March, 2019	19th March, 2019	26th March, 2019
T U E S D A Y	9.00 am Children and Young People Overview and Scrutiny Panel  12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet		10.00 am Cabinet
	6th March, 2019	13th March, 2019	20th March, 2019	27th March, 2019
W E D N E S D A Y		10.00 am Regeneration & Housing Overview & Scrutiny Panel  4.00 pm Corporate Parenting Board	4.00 pm Standing Advisory Council on Religious Education	1.00 pm Parish Councils' Joint Consultative Committee
	7th March, 2019	14th March, 2019	21st March, 2019	28th March, 2019
T H U R S D A Y	10.00 am Licensing Committee  5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board	10.00 am Health & Adult Care Overview & Scrutiny Panel  5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee
	1st March, 2019	8th March, 2019	15th March, 2019	22nd March, 2019
R I D A Y	9.30 am Planning Committee Visits			9.30 am Planning Committee Visits

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	1st April, 2019	8th April, 2019	15th April, 2019	22nd April, 2019	29th April, 2019
<b>M O N D A Y</b>				<b>BANK HOLIDAY</b>	
	2nd April, 2019	9th April, 2019	16th April, 2019	23rd April, 2019	30th April, 2019
<b>T U E S D A Y</b>	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	3rd April, 2019	10th April, 2019	17th April, 2019	24th April, 2019	
<b>W E D N E S D A Y</b>					
	4th April, 2019	11th April, 2019	18th April, 2019	25th April, 2019	
<b>T H U R S D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Audit Committee	5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Joint Safety Committee	
	5th April, 2019	12th April, 2019	19th April, 2019	26th April, 2019	
<b>F R I D A Y</b>			<b>BANK HOLIDAY</b>	9.30 am Planning Committee Visits	

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	6th May, 2019	13th May, 2019	20th May, 2019	27th May, 2019
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		<b>BANK HOLIDAY</b>
	7th May, 2019	14th May, 2019	21st May, 2019	28th May, 2019
<b>T U E S D A Y</b>	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	1st May, 2019	8th May, 2019	15th May, 2019	22nd May, 2019
<b>W E D N E S D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet	4.00 pm Corporate Parenting Board		
	2nd May, 2019	9th May, 2019	16th May, 2019	23rd May, 2019
<b>T H U R S D A Y</b>		5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	5.00 pm Deadline for Questions & Statements for Cabinet
	3rd May, 2019	10th May, 2019	17th May, 2019	24th May, 2019
<b>F R I D A Y</b>		10.00 am Group Meetings (Mansion House)  11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 2.00pm – Civic Office)	9.30 am Planning Committee Visits	

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	3rd June, 2019	10th June, 2019	17th June, 2019	24th June, 2019
M O N D A Y				
	4th June, 2019	11th June, 2019	18th June, 2019	25th June, 2019
T U E S D A Y	10.00 am Cabinet	10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	5th June, 2019	12th June, 2019	19th June, 2019	26th June, 2019
W E D N E S D A Y	10.00 Children & Young Peoples Overview & Scrutiny Panel (Work Planning)		10.00 am Audit Committee	4.00 pm Standing Advisory Council for Religious Education
	6th June, 2019	13th June, 2019	20th June, 2019	27th June, 2019
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee (Work Planning)	9.30 am Health & Wellbeing Board  5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee	10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet
	7th June, 2019	14th June, 2019	21st June, 2019	28th June, 2019
F R I D A Y		10.00 am Community & Environment Overview & Scrutiny Panel (Work Planning)	9.30 am Planning Committee Visits	



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**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	1st July, 2019	8th July, 2019	15th July, 2019	22nd July, 2019	29th July, 2019
M O N D A Y			5.30 pm Labour Group Meeting		
T U E S D A Y	2nd July, 2019 10.00 am Cabinet	9th July, 2019 10.00 am Elections & Democratic Structures Committee 12 Noon Deadline for Questions & Motions to Council	16th July, 2019 10.00 am Cabinet	23rd July, 2019 12 Noon Planning Training 2.00 pm Planning Committee	30th July, 2019
W E D N E S D A Y	3rd July, 2019 10.00 am Children & Young Peoples Overview & Scrutiny Management Committee	10th July, 2019 1.00 pm Parish Councils' Joint Consultative Committee	17th July, 2019 10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.00 pm Corporate Parenting Board	24th July, 2019	31st July, 2019
T H U R S D A Y	4th July, 2019	11th July, 2019 10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	18th July, 2019 5.00 pm Group Meetings 6.00 pm COUNCIL	25th July, 2019 10.00 am Audit Committee 1.00 pm Joint Safety Committee	
F R I D A Y	5th July, 2019	12th July, 2019	19th July, 2019 9.30 am Planning Committee Visits	26th July, 2019	

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

		5th August, 2019	12th August, 2019	19th August, 2019	26th August, 2019
M O N D A Y					<b>BANK HOLIDAY</b>
		6th August, 2019	13th August, 2019	20th August, 2019	27th August, 2019
T U E S D A Y		10.00 am Cabinet		10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	
		7th August, 2019	14th August, 2019	21st August, 2019	28th August, 2019
W E D N E S D A Y					
	1st August, 2019	8th August, 2019	15th August, 2019	22nd August, 2019	29th August, 2019
T H U R S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet
	2nd August, 2019	9th August, 2019	16th August, 2019	23rd August, 2019	30th August, 2019
F R I D A Y			9.30 am Planning Committee Visits		

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	2nd September, 2019	9th September, 2019	16th September, 2019	23rd September, 2019	30th September, 2019
M O N D A Y			9.30 am Planning Committee Visits  5.30 pm Labour Group Meeting		
T U E S D A Y	3rd September, 2019  10.00 am Cabinet  10.00 am Awards, Grants & Transport (Appeals) Committee	10th September, 2019  12 Noon Deadline for Questions & Motions to Council	17th September, 2019  10.00 am Cabinet  12 Noon Planning Training  2.00 pm Planning Committee	24th September, 2019	
W E D N E S D A Y	4th September, 2019  10.00 am Children & Young Peoples Overview & Scrutiny Panel  4.00 pm Corporate Parenting Board	11th September, 2019	18th September, 2019	25th September, 2019  10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
T H U R S D A Y	5th September, 2019  9.30 am Health & Wellbeing Board	12th September, 2019  10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet	19th September, 2019  5.00 pm Group Meetings  6.00 pm COUNCIL	26th September, 2019  10.00 am Licensing Committee  5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	6th September, 2019	13th September, 2019	20th September, 2019	27th September, 2019	

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

		7th October, 2019	14th October, 2019	21st October, 2019	28th October, 2019
M O N D A Y					
	1st October, 2019	8th October, 2019	15th October, 2019	22nd October, 2019	29th October, 2019
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		
	2nd October, 2019	9th October, 2019	16th October, 2019	23rd October, 2019	30th October, 2019
W E D N E S D A Y					
	3rd October, 2019	10th October, 2019	17th October, 2019	24th October, 2019	31st October, 2019
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Joint Safety Committee	10.00 am Audit Committee	5.00 pm Deadline for Questions & Statements for Cabinet
	4th October, 2019	11th October, 2019	18th October, 2019	25th October, 2019	
F R I D A Y		9.30 am Planning Committee Visits			

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	4th November, 2019	11th November, 2019	18th November, 2019	25th November, 2019
M O N D A Y			5.30 pm Labour Group Meeting	
T U E S D A Y	5th November, 2019 10.00 am Cabinet	12th November, 2019 12 Noon Deadline for Questions & Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee	19th November, 2019 10.00 am Cabinet	26th November, 2019 10.00 am Elections & Democratic Structures Committee
W E D N E S D A Y	6th November, 2019 4.00 pm Standing Advisory Council for Religious Education	13th November, 2019 1.00 pm Parish Councils' Joint Consultative Committee	20th November, 2019 10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.00 pm Corporate Parenting Board	27th November, 2019
T H U R S D A Y	7th November, 2019 10.00 am Overview & Scrutiny Management Committee	14th November, 2019 9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	21st November, 2019 1.00 pm Group Meetings 2.00 pm COUNCIL	28th November, 2019 5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	1st November, 2019 9.30 am Planning Committee Visits	15th November, 2019	22nd November, 2019	29th November, 2019

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	2nd December, 2019	9th December, 2019	16th December, 2019	23rd December, 2019	30th December, 2019
M O N D A Y					
	3rd December, 2019	10th December, 2019	17th December, 2019	24th December, 2019	31st December, 2019
T U E S D A Y	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		
	4th December, 2019	11th December, 2019	18th December, 2019	25th December, 2019	
W E D N E S D A Y	10.00 am Children & Young Peoples Overview & Scrutiny Panel			<b>BANK HOLIDAY</b>	
	5th December, 2019	12th December, 2019	19th December, 2019	26th December, 2019	
T H U R S D A Y		10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee	<b>BANK HOLIDAY</b>	
	6th December, 2019	13th December, 2019	20th December, 2019	27th December, 2019	
F R I D A Y	9.30 am Planning Committee Visits				

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	6th January, 2020	13th January, 2020	20th January, 2020	27th January, 2020
<b>M O N D A Y</b>			10.00 am Overview & Scrutiny Management Committee  5.30 pm Labour Group Meeting	
	7th January, 2020	14th January, 2020	21st January, 2020	28th January, 2020
<b>T U E S D A Y</b>	12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet  12 Noon Deadline for Questions & Motions for Council	10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Cabinet
	1st January, 2020	8th January, 2020	15th January, 2020	22nd January, 2020
<b>W E D N E S D A Y</b>	<b>BANK HOLIDAY</b>	4.00 pm Corporate Parenting Board		10.00 am Health & Adult Social Care Overview & Scrutiny Panel
	2nd January, 2020	9th January, 2020	16th January, 2020	23rd January, 2020
<b>T H U R S D A Y</b>		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board  1.00 pm Joint Safety Committee	1.00pm Group Meetings  2.00 pm COUNCIL  5.00 pm Deadline for Questions & Statements for Cabinet
	3rd January, 2020	10th January, 2020	17th January, 2020	24th January, 2020
<b>F R I D A Y</b>	9.30 am Planning Committee Visits			9.30 am Planning Committee Visits

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	3rd February, 2020	10th February, 2020	17th February, 2020	24th February, 2020
M O N D A Y				
T U E S D A Y	4th February, 2020  12 Noon Planning Training  2.00 pm Planning Committee	11th February, 2020  10.00 am Cabinet	18th February, 2020	25th February, 2020  10.00 am Cabinet  10.00 am Awards, Grants & Transport (Appeals) Committee  12 Noon Deadline for Questions & Motions to Council
W E D N E S D A Y	5th February, 2020	12th February, 2020  10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel	19th February, 2020	26th February, 2020
T H U R S D A Y	6th February, 2020  10.00 am Overview & Scrutiny Management committee  5.00 pm Deadline for Questions & Statements for Cabinet	13th February, 2020	20th February, 2020  5.00 pm Deadline for Questions & Statements for Cabinet	27th February, 2020  10.00 am Overview & Scrutiny Management Committee
F R I D A Y	7th February, 2020	14th February, 2020	21st February, 2020	28th February, 2020  9.30 am Planning Committee Visits



**APPENDIX A**

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	2nd March, 2020	9th March, 2020	16th March, 2020	23rd March, 2020	30th March, 2020
M O N D A Y	5.30 pm Labour Group Meeting				
	3rd March, 2020	10th March, 2020	17th March, 2020	24th March, 2020	31st March, 2020
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	4th March, 2020	11th March, 2020	18th March, 2020	25th March, 2020	
W E D N E S D A Y	10.00 am Children and Young People Overview and Scrutiny Panel	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 1.00 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board	4.00 pm Standing Advisory Council for Religious Education	
	5th March, 2020	12th March, 2020	19th March, 2020	26th March, 2020	
T H U R S D A Y	1.00 pm Group Meetings 2.00 pm COUNCIL (Budget setting & Council Tax) 5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board	10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	
	6th March, 2020	13th March, 2020	20th March, 2020	27th March, 2020	
F R I D A Y				9.30 am Planning Committee Visits	

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

		6th April, 2020	13th April, 2020	20th April, 2020	27th April, 2020
M O N D A Y			<b>BANK HOLIDAY</b>		
T U E S D A Y		7th April, 2020 10.00 am Cabinet	14th April, 2020	21st April, 2020 10.00 am Cabinet	28th April, 2020 12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	1st April, 2020	8th April, 2020	15th April, 2020	22nd April, 2020	29th April, 2020 5.00 pm Deadline for Questions & Statements for Cabinet
T H U R S D A Y	2nd April, 2020 10.00 am Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet	9th April, 2020	16th April, 2020 5.00 pm Deadline for Questions & Statements for Cabinet	23rd April, 2020 1.00 pm Joint Safety Committee	30th April, 2020
F R I D A Y	3rd April, 2020	10th April, 2020 <b>BANK HOLIDAY</b>	17th April, 2020	24th April, 2020 9.30 am Planning Committee Visits	

**Schedule of Meetings 1st May, 2018 to 31st May, 2020**

(Shaded area denotes School Holidays)

	4th May, 2020	11th May, 2020	18th May, 2020	25th May, 2020
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		<b>BANK HOLIDAY</b>
<b>T U E S D A Y</b>	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
<b>W E D N E S D A Y</b>		4.00 pm Corporate Parenting Board		
<b>T H U R S D A Y</b>		5.00 pm Deadline for Questions & Statements for Cabinet		
<b>F R I D A Y</b>		10.00 am Group Meetings 11.00 am ANNUAL COUNCIL MEETING at the Mansion House (Reconvene @ 2.00 pm, Civic Office)	9.30 am Planning Committee Visits	

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# Doncaster Council

## Report

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18th May, 2018

### To the Chair and Members of the COUNCIL

### COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2018/19

#### 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 2018/19 Municipal Year.

#### RECOMMENDATION

2. The Council is asked to determine the appointments to Outside Bodies as set out in Appendix A to the report.

#### WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. In addition to being appointed to Committees and Panels within the Council, Councillors 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. Such appointments help to ensure that the Council's views are represented to local and national groups and, where the representative has voting rights, that the Council is involved in any decisions that may affect the people of the Borough.

#### BACKGROUND

4. Appendix A to this report details the outside bodies where appointments are required to be made at this meeting. The schedule in the Appendix also includes a small number of outside bodies where no appointment is required this year e.g. where an appointment has previously been made on the basis of a 4 year term of office. However, Members may wish to consider whether any of these should be reviewed.
5. Work is carried out each year to ensure that all details held on file in respect of each outside body and the capacity in which the appointee will serve, are correct and up-to-date as this information can change regularly. Incorporated within Appendix A are details of each outside body, term of office, capacity in which the appointee(s) will serve and any other relevant details. This is based on information provided by each of the outside bodies. Unless otherwise specified, the term of office for outside bodies runs from the date of appointment (this is usually Annual Council) until the appointment is reviewed at the next Annual

Council meeting. Where it is not possible to review appointments at Annual Council, current appointments will roll forward until such time as they can be reviewed; this is to ensure that the Council retains representation on these bodies. Where vacancies arise in-year or cannot be made at Annual Council e.g. an appointee is no longer eligible to represent the Council or resigns, the Council will look to fill these positions as soon as is reasonably practical.

6. Detailed below are any notable changes to the schedule of Outside Bodies that have occurred since last year's appointments were made:-

#### Mexborough Citizens Advice Bureau and North East Doncaster Citizens Advice Bureau (CAB)

As a result of a restructuring exercise currently being undertaken, the Mexborough CAB and North East Doncaster CAB will cease to exist in their present forms and are due to be merged to form a new Borough-wide body, Citizens Advice Doncaster Borough. At the time of this report's publication, the likely representation arrangements on the new body are unknown, as the new joint Trustee Board is not due to hold its first meeting until 13th June 2018. Pending confirmation of the new structure, these two bodies have, therefore, been deleted from the schedule of appointments in Appendix A and a further report will be brought back to a future Council meeting when details are confirmed as to Doncaster Council's representation on the new Citizens Advice body.

#### Sheffield City Region Combined Authority Transport Committee

The Sheffield City Region Combined Authority Transport Committee is currently on hiatus, pending the outcome of a review commissioned by the Sheffield City Region Combined Authority of its governance structures and supporting committee arrangements. Consequently, this body has been deleted from the schedule set out in Appendix A.

#### Joint Commissioning Co-ordination Committee

The Joint Commissioning Co-ordination Committee (JCCC), which was a new addition to the schedule of outside bodies last year, has now been replaced by a Health and Social Care Joint Commissioning Management Board (JCMB), the membership of which includes both Member and Officer representatives. The JCCC has, therefore, been deleted and the JCMB inserted as a new addition in the schedule set out in Appendix A to this report.

### **South Yorkshire Joint Authorities**

7. 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.
8. Based on proportional entitlement to Political Groups at Doncaster Council, the three seats to be allocated to Political Groups on each Joint Authority will be 2 seats to the Labour Group and 1 seat to the Conservative Group.

### **OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION**

9. Council has a duty to consider arrangements it wishes to put in place for the appointment of individuals to Outside Bodies during 2018/19. No other options are considered relevant or appropriate.

## **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

10. This report has no direct impact on the Council's Key Outcomes. Indirectly, clear responsibility and effective Constitutional provisions for making appointments to Outside Bodies contributes towards the Council's 'Connected Council' outcome 'Working with our partners and residents to provide effective leadership and governance', thus demonstrating that effective governance arrangements are in place.

## **RISKS & ASSUMPTIONS**

11. Appointees to outside bodies will need to act strategically and ensure issues of significance are effectively reported back to the Authority where appropriate.
12. Over the past eighteen months, the Council has reviewed the Governance of the Council's arrangements and relationship with outside bodies and partnerships. One of the key elements of this work has been to ensure that representatives appointed to Outside Bodies are clear of their roles and responsibilities. A particular risk exists where representatives may act beyond their powers or potentially commit the Council to unauthorised actions or expenditure. To mitigate this risk, training is provided for all individuals appointed to outside bodies to raise awareness and provide clarity and understanding of their roles. A partnership officer has also been identified for each group to support the appointed members. In addition, the Council may also provide indemnity insurance for individuals against personal liability, provided they act reasonably, and where this is not provided by the relevant partner organisation. As agreed at the 2017 Annual Council, the partnership officer for each outside body and partnership will produce an annual report back to an appropriate part of the Council detailing the work carried out during the previous year and the work programme for the upcoming year.

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 30/4/18]**

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 which to implement this requirement.

#### **FINANCIAL IMPLICATIONS [Officer Initials LR Date 19/04/2018]**

17. There are no financial implications associated with this report in agreeing the nominations to Outside Bodies for the 2018/19 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.

#### **HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 13/04/18]**

18. There are no specific HR implications related to the content of this report.

#### **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date...17/04/18]**

19. There are no specific technology implications arising from this report.

#### **HEALTH IMPLICATIONS [Officer Initials RS Date 12/4/18]**

20. There are no specific health implications arising from this report. However, the outside bodies themselves have the potential to improve health and reduce health inequalities. Individuals appointed to the outside bodies should be aware of this and can seek guidance from the public health team about how to maximise these opportunities and minimise any risks to the health of Doncaster residents.

#### **EQUALITY IMPLICATIONS [Officer Initials JG Date 12/4/18]**

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

#### **CONSULTATION**

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

#### **BACKGROUND PAPERS**

Report to Council – 19th May 2017: Council Appointments to Outside Bodies – 2017/18.

#### **REPORT AUTHOR AND CONTRIBUTORS**

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**OUTSIDE BODIES FOR APPOINTMENT 2018/19 (COUNCIL APPOINTMENTS)**

**\*Denotes where individual current appointment goes beyond 2018/19**

<b>Organisation</b>	<b>Notes</b>	<b>No of Reps</b>	<b>2017/18 Representatives</b>	<b>2018/19 Nominations</b>
Adwick Charities	<p>*4 Year Term of Office (term ends in 2021)</p> <p>Trustees with voting rights Ward Members for area No liability Insurance provided</p>	3	<p>Cllr J. Mounsey* Cllr R. Hodson* Cllr D. Hughes*</p> <p>*See notes.</p>	<p>Cllr J. Mounsey* Cllr R. Hodson* Cllr D. Hughes*</p> <p>*See notes.</p>
Bentley with Arksey Doles Charity	<p>*4 Year Term of Office (term ends in 2021)</p> <p>Trustees with voting rights Ward Members for area No liability Insurance provided</p>	4	<p>Cllr B. Mordue* Mrs D. Hutchinson * Cllr C. Hogarth* Cllr. J. Nightingale*</p> <p>*See notes.</p>	<p>Cllr B. Mordue* Mrs D. Hutchinson * Cllr C. Hogarth* Cllr. J. Nightingale*</p> <p>*See notes.</p>
Cantley Poor's Land Trust	<p>*4 Year Term of Office (term ends in 2021)</p> <p>Trustee – role requires regular attendance at monthly meetings and visits to clients (people skills desirable).</p> <p>Knowledge of Cantley, Bessacarr &amp; Branton is helpful as this is the area covered by the Trust.</p> <p>Liability Insurance provided</p>	2	<p>Cllr M. Khan* Mrs S. Rogerson*</p> <p>*See notes.</p>	<p>Cllr M. Khan* Mrs S. Rogerson*</p> <p>*See notes.</p>

<b>Organisation</b>	<b>Notes</b>	<b>No of Reps</b>	<b>2017/18 Representatives</b>	<b>2018/19 Nominations</b>
Cooke Almshouse Charity	*4 Year Term of Office (term ends in 2021)  Trustee with voting rights No specific requirements No Liability Insurance	1	Cllr C. Hogarth*  *See notes.	Cllr C. Hogarth*  *See notes.
Dementia Partnership	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr N. Ball	Cllr N. Ball
Doncaster and District Deaf Society	1 Year Term of Office Advisory/Observer No specific requirements Liability Insurance provided	2	Cllr J. Kidd 1 Vacancy	Cllr J. Kidd 1 Vacancy
Doncaster Safeguarding Adults Partnership Board	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr R. Blake	Cllr R. Blake
Doncaster Safeguarding Children's Board	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr N. Fennelly	Cllr N. Fennelly
Doncaster Schools' Forum	Relevant Cabinet Member attends as an observer because of their Portfolio responsibilities.	1	Cllr N. Fennelly	Cllr N. Fennelly
East Doncaster Development Trust	1 Year Term of Office Voting Member No specific requirements Liability Insurance provided	1	1 Vacancy	1 Vacancy

Humberhead Levels Partnership (Executive Board)	Open-ended Term of Office	1	Melissa Massarella (DMBC Officer)	Melissa Massarella (DMBC Officer)
Health and Social Care Joint Commissioning Management Board	<p>The JCMB plays a vital role in the development, implementation and oversight of joint commissioning arrangements between the NHS Doncaster Clinical Commissioning Group and Doncaster Council.</p> <p>Chaired alternately by the Council's Chief Executive and the Chief Officer of the Doncaster CCG.</p> <p>The JCMB is responsible to DMBC Cabinet and DCCG Governing Body.</p>	7 + 1 sub	<p>Cllr R. Blake Cllr N. Ball (Sub) Jo Miller Damian Allen Steve Mawson Rupert Suckling Leanne Hornsby Denise Bann</p>	<p>Cllr R. Blake Cllr N. Ball (Sub) Jo Miller Damian Allen Steve Mawson Rupert Suckling Leanne Hornsby Denise Bann</p>
Industrial Communities Alliance (formerly The Alliance)	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Knowledge of regeneration is desirable</p> <p>No Liability Insurance provided</p>	2	<p>Cllr C. Hogarth Cllr B. Mordue</p>	<p>Cllr C. Hogarth Cllr B. Mordue</p>
Joint Health Overview & Scrutiny Committee - Yorkshire & Humber Councils	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Representative should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair or Vice-Chair of DMBC's Health Scrutiny Panel.</p> <p>No Liability Insurance provided</p>	1	Cllr A. Robinson	Cllr A. Robinson

<p>Joint Health Overview &amp; Scrutiny Committee - Commissioners Working Together</p>	<p>1 Year Term of Office  Voting Members  Representative and sub should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair and Vice-Chair of DMBC’s Health Scrutiny Panel.  No Liability Insurance provided</p>	<p>1 +  1 sub</p>	<p>Cllr A. Robinson  Cllr C. Ransome (Sub)</p>	<p>Cllr A. Robinson  Cllr C. Ransome (Sub)</p>
<p>Learning Disability Partnership Board</p>	<p>Open-ended term of office  Joint meetings are co-chaired by a Council representative (Assistant Director for Adult Social Care) and a member of the learning disability community.</p>	<p>1</p>	<p>Karen Johnson (DMBC Officer)</p>	<p>Karen Johnson (DMBC Officer)</p>
<p>Mexborough Charity Trust</p>	<p>*4 Year Term of Office (term ends in 2021)  Voting/Trustee Members  No specific requirements  Liability Insurance provided</p>	<p>2</p>	<p>Cllr A. Pickering*  Cllr B. Chapman*  *See notes.</p>	<p>Cllr A. Pickering*  Cllr B. Chapman*  *See notes.</p>

<p>Doncaster Sheffield Airport Consultative Committee</p> <p>^ Strategic Aviation Special Interest Group (SASIG) Member - appointment made by the Executive</p>	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>5 seats to be filled comprising:-</p> <ol style="list-style-type: none"> <li>1) Cabinet Member for Transport</li> <li>2) SASIG Member</li> <li>3) Finningley Ward Member</li> <li>4) Rossington &amp; Bawtry Member</li> <li>5) Tickhill &amp; Wadworth Member</li> </ol> <p>Knowledge/interest of aviation and the future developments at Doncaster Sheffield Airport is desirable.</p> <p>No Liability Insurance provided</p>	<p>5</p>	<p>Cllr. B. Mordue^ Cllr S. Cox Cllr M. Cooper Cllr M. Greenhalgh</p> <p>Note: Cllr B. Mordue to fill both Cabinet Member and SASIG Member positions.</p>	<p>Cllr. B. Mordue^ Cllr S. Cox Cllr M. Cooper Cllr M. Greenhalgh</p> <p>Note: Cllr B. Mordue to fill both Cabinet Member and SASIG Member positions.</p>
<p>Doncaster Sheffield Airport – Noise Monitoring and Environmental Committee</p>	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>5 representatives – 1 drawn from each ward of Armthorpe, Finningley, Hatfield, Rossington &amp; Bawtry and Tickhill &amp; Wadworth</p> <p>Knowledge/interest of aviation, the environment and the future developments at Doncaster Sheffield Airport is desirable.</p> <p>No Liability Insurance provided</p>	<p>5</p>	<p>Cllr S. Cox Cllr L. Curran Cllr M. Cooper Cllr M. Greenhalgh 1 vacancy (Armthorpe Ward Member)</p>	<p>Cllr S. Cox Cllr L. Curran Cllr M. Cooper Cllr M. Greenhalgh Cllr F. Tyas</p>

<p>Sheffield City Region Combined Authority</p>	<p>Terms of Office:-</p> <ul style="list-style-type: none"> <li>• Leader (i.e. Elected Mayor) – In perpetuity</li> <li>• Substitute and rotational member – 1 year</li> </ul> <p>Voting Members 1 representative + 1 substitute ^1 second rotational member No specific requirements Liability Insurance provided</p>	<p>2</p>	<p>Mayor Ros Jones Cllr G. Jones (Sub) Cllr J. Blackham^</p>	<p>Mayor Ros Jones Cllr G. Jones (Sub) Cllr J. Blackham^</p>
<p>Sheffield City Region Combined Authority Overview and Scrutiny Committee</p>	<p>1 Year Term of Office Voting Members Scrutiny experience preferable Proportional appointments <b>1 x Labour</b> <b>1 x Conservative</b> <b>Note: SCRCA's preferred arrangement is to have same reps sitting on both the O&amp;S Committee and the Audit Committee)</b> Liability Insurance provided</p>	<p>2</p>	<p>Cllr A. White Cllr R. A. Jones</p>	<p>Cllr A. White Cllr R. A. Jones</p>

Sheffield City Region Combined Authority Audit Committee	1 Year Term of Office Voting Member Proportional appointments <b>1 x Labour</b> <b>1 x Conservative</b> <b>Note: Representation must include the holder of the position of Chair of DMBC's Audit Committee (Council 25/09/14) and see note above regarding SCRCA O&amp;S Committee.</b> Liability Insurance provided	2	Cllr A. White Cllr R. A. Jones	Cllr A. White Cllr R. A. Jones
Sheffield City Region Local Enterprise Partnership	Elected Mayor represents the Council by virtue of being deemed the Council 'Leader'.	1	Mayor Ros Jones	Mayor Ros Jones
Standing Advisory Council for Religious Education (SACRE)	1 Year Term of Office Voting Members Proportional appointments: <b>1 x Conservative</b> <b>3 x Labour</b> Skills/Knowledge/Attributes – An understanding of school improvement and general educational issues and a firm commitment to help improve the quality of provision for all students. No Liability Insurance provided	4	Cllr K. Rodgers Cllr A. Robinson Cllr D. Smith Cllr J. Wood	Cllr K. Rodgers Cllr A. Robinson Cllr D. Smith Cllr J. Wood
Team Doncaster	Elected Mayor chairs the partnership by virtue of being deemed the Council 'Leader'.	1	Mayor Ros Jones	Mayor Ros Jones

Travis Educational Foundation	1 Year Term of Office Voting Members Skills/knowledge/attributes: <ul style="list-style-type: none"> <li>• Knowledge of Thorne and Hatfield communities</li> <li>• Financial/management skills</li> <li>• Debate and decision making</li> <li>• Confidentiality/sensitivity</li> </ul> No Liability Insurance provided	2	Cllr L. Curran Cllr D. Smith	Cllr L. Curran Cllr D. Smith
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<b>Joint Authorities – Politically Proportional</b>	<b>No of Reps</b>	<b>2017/18 Representatives</b>	<b>2018/19 Nominations</b>
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<b>Joint Authorities – Politically Proportional</b>		<b>No of Reps</b>	<b>2017/18 Representatives</b>	<b>2018/19 Nominations</b>
South Yorkshire Fire and Rescue Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p><b>2 x Labour</b></p> <p><b>1 x Conservative</b></p> <p>Liability Insurance provided</p> <p><b>^Note: One representative to be designated as the Section 41 Member (i.e. Council spokesperson on issues relating to the Fire &amp; Rescue Authority). Cllr P Haith is the current S41 Member.</b></p>	3	<p>Cllr P. Haith^ (S41 Member)</p> <p>Cllr C. Hogarth</p> <p>Cllr C. Ransome</p> <p>^See notes.</p>	<p>Cllr P. Haith (S41 Member)</p> <p>Cllr C. Hogarth</p> <p>Cllr C. Ransome</p>
South Yorkshire Pensions Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p><b>2 x Labour</b></p> <p><b>1 x Conservative</b></p> <p>Skills/Knowledge/Attributes – on appointment, in accordance with the Authority’s policy, Members are required to attend the LGPS Trustees fundamental training. CIPFA have issued a code of practice relating to Member knowledge and skills. The Authority is minded to adopt this Code.</p> <p>Liability Insurance provided</p> <p><b>^Note: One representative to be designated as the Section 41 Member (i.e. Council spokesperson on issues relating to the Pensions Authority) and one representative as the S41 Member substitute. Cllr J Mounsey is the current S41 Member and Cllr S Durant is the S41 Member substitute.</b></p>	3	<p>Cllr J. Mounsey^ (S41 Member)</p> <p>Cllr S. Durant^ (S41 Substitute)</p> <p>Cllr S. Cox</p> <p>^See notes.</p>	<p>Cllr J. Mounsey (S41 Member)</p> <p>Cllr S. Durant (S41 Substitute)</p> <p>Cllr S. Cox</p>

<b>Joint Authorities – Politically Proportional</b>		<b>No of Reps</b>	<b>2017/18 Representatives</b>	<b>2018/19 Nominations</b>
Police and Crime Panel	<p>1 Year Term of Office</p> <p>Voting Members (also subs)</p> <p>Political Proportionality across South Yorkshire indicated by host Authority. <b>Elected Mayor is appointed as of right plus one Labour Group representative.</b></p> <p>No Liability Insurance provided</p>	2 + 2 subs	<p>Cllr D. Hughes Cllr S. Wilkinson</p> <p>Substitute Cllr C McGuinness</p>	<p>Cllr S. Wilkinson 1 Vacancy</p> <p>Subs: Cllr C McGuinness Cllr G. Jones</p>



## Doncaster Council

### Report

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Date: 18<sup>th</sup> May, 2018

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

#### **CORPORATE PARENTING BOARD ANNUAL REPORT**

<b>Relevant Cabinet Member(s)</b>	<b>Wards Affected</b>	<b>Key Decision</b>
Nuala Fennelly	All	No

#### **EXECUTIVE SUMMARY**

1. The Annual Report of the Corporate Parenting Board sets out the governance and membership of the Board; details the work plan; outlines key achievements and sets the work plan for the next year

#### **EXEMPT REPORT**

2. This report is not exempt.

#### **RECOMMENDATIONS**

3. That Council notes the content of the report, recognises its fit for propose and firmly established governance, celebrates the achievements made and recognises the planned programme of continuous improvement.

#### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

4. Children who are looked after and for whom officers and executive members have corporate parenting responsibilities have better support, improved outcomes and a direct voice on the Corporate Parenting Board

#### **BACKGROUND TO THE ANNUAL REPORT**

5. The corporate Parenting Board comprises six elected members and two members of the Children in Care Council; its fundamental purpose is to ensure that the Council and the Doncaster Children's Services Trust effectively discharge their role as Corporate Parent for all the children and young people in their care.
6. As Corporate Parents, elected members and officers of the Council and Trust share a special responsibility for looked after children, which includes those in residential

care; Foster care; kinship care (family members other than a parent) and those who are looked after at home to provide the best possible care and safeguarding in the same way that a good parent would care for a child.

7. Key to the role of Corporate Parent is that of elected members holding providers to account; challenging service delivery; and acting as champions and advocates for looked after children and Care Leavers.
8. The Corporate Parenting Board is itself accountable to the full Council of Doncaster MBC and is required to present an annual report to Council which principally:
  - reviews and recognises the achievements and progress made in the last 12 months;
  - Provides an analysis of Doncaster's looked after children population;
  - Provides an assessment of the challenges to be overcome and through the work plan how this is going to be achieved;
  - Reiterates its pledge and commitment to looked after children.

## **THE ANNUAL REPORT**

9. In addition to explaining the Constitution of the Corporate Parenting Board, ( 'the Board') the attached annual report (at paragraphs 11–21) reviews the progress of those services for young people which it has challenged and overseen, including positive developments for in–house Fostering numbers and quality of provision; Adoption performance and timeliness, (the latter having held up well, despite some case complexity); and Children's Homes provision which has witnessed an expanded in–house provision and better quality, more flexible accommodation. All of these developments should not only deliver better outcomes for children and young people, but also deliver better value for money.
10. Listening to young people is central to the work of the Board and to all those who work with this cohort. From paragraph 22 onwards, the report sets out the way in which the Board oversees a number of strategies and an extensive and wide ranging landscape of engagement and demonstrates how young people influence and shape the agenda at national, regional and local level.
11. As Council will know, Children's services was subject to an Ofsted inspection in November 2017 which rated services as 'Good' across all judgement domains including Adoption and this is also the case for all individually inspected residential Homes save one, which is expected to improve its graded judgement following a very recent inspection. The Ofsted Children's services inspection report reassuringly validates the strengthened activity and governance of the Corporate Parenting Board.
12. Further developments in overseeing the work of the Multi Agency Looked After Partnership (MALAP) is evidenced, which includes work on the latest iteration of the Sufficiency plan and Children in Care strategy and are identified at paragraph 36 in the report.
13. In addition to a dedicated work plan for each of its meetings, the report has at the rear (paragraph 42) a series of priority actions for the forthcoming year which include work to monitor the Children in Care action plan; an emboldened elected member training offer; an enhanced Corporate parenting role for all Children's services lead

officers and as an essential commitment to looked after children, the development of a 'Pledge' for Looked After Children by the Corporate Parenting Board and the Children in Care Council to which all elected members will be asked to sign.

14. Fundamentally, the Pledge and the totality of the Board's plans and activity, serve to underpin and reinforce Doncaster Children's Partnership ambition to become 'the most child friendly borough in the country'.

**OPTIONS CONSIDERED**

15. Not applicable.

**REASONS FOR RECOMMENDED OPTION**

16. As the Council oversees the work of the Corporate Parenting Board, the meeting is asked to formally endorse the Board's effective discharge of its functions.

**IMPACT ON THE COUNCIL'S KEY OUTCOMES**

- 17.

	<b>Outcomes</b>	<b>Implications</b>
	<p><b>Doncaster Working:</b> Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> <li>• Better access to good fulfilling work</li> <li>• Doncaster businesses are supported to flourish</li> <li>• Inward Investment</li> </ul>	<p>The Corporate Parenting Board receives reports on transitions into adulthood and supports access into employment for our care leavers</p>
	<p><b>Doncaster Living:</b> Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> <li>• The town centres are the beating heart of Doncaster</li> <li>• More people can live in a good quality, affordable home</li> <li>• Healthy and Vibrant Communities through Physical Activity and Sport</li> <li>• Everyone takes responsibility for keeping Doncaster Clean</li> <li>• Building on our cultural, artistic and sporting heritage</li> </ul>	<p>Children in our Care benefit from all Doncaster developments and the Corporate Parenting Board takes a keen interest in the collective support offered to our children by all services.</p> <p>Children in Care and Care Leavers have discounted access to a range of activities and targeted work is undertaken through a number of partnerships</p>

	<p><b>Doncaster Learning:</b> Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> <li>• Every child has life-changing learning experiences within and beyond school</li> <li>• Many more great teachers work in Doncaster Schools that are good or better</li> <li>• Learning in Doncaster prepares young people for the world of work</li> </ul>	<p>The Corporate Parenting board receives regular reports from the Virtual School Head teacher and provides support and challenge</p>
	<p><b>Doncaster Caring:</b> Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> <li>• Children have the best start in life</li> <li>• Vulnerable families and individuals have support from someone they trust</li> <li>• Older people can live well and independently in their own homes</li> </ul>	<p>Doncaster Caring is at the centre of the work of the Corporate Parenting board. The Board oversees all aspects of fostering, adoption and Children’s homes provision</p>
	<p><b>Connected Council:</b></p> <ul style="list-style-type: none"> <li>• A modern, efficient and flexible workforce</li> <li>• Modern, accessible customer interactions</li> <li>• Operating within our resources and delivering value for money</li> <li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li> <li>• Building community resilience and self-reliance by connecting community assets and strengths</li> <li>• Working with our partners and residents to provide effective leadership and governance</li> </ul>	<p>A primary focus of the Corporate Parenting Board is to ensure all services play their role in improving the lives of our children in care</p>

**RISKS AND ASSUMPTIONS**

18. There are no risks and assumptions associated with this report.

**LEGAL IMPLICATIONS [Officer Initials HP Date 19/4/18]**

19. There are statutory obligations and guidance for the role of the Local Authority as the Corporate Parent in the Children’s Act 1989 and 2004, Children and Young People Act 2008, Quality Protects 1998, DfES 2003 - Councillor’s Guide to being a Corporate Parent and the Duty on Local Authorities to Promote the Educational Achievement of Looked after Children. The Annual Report sets out how we are meeting those legal requirements.

20. The Children's Trust carries out the role of corporate parent on behalf of the Council. Although the Trust performs Services on behalf of the Council, the legal powers and duties in relation to safeguarding children remain with the Council.

**FINANCIAL IMPLICATIONS [Officer Initials DB Date 18/4/18]**

21. There are no specific financial implications arising from this report.

**HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 18/04/18]**

22. There are no Human Resources implications arising from this report.

**TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 19/04/18]**

23. There are no specific technology implications in relation to this report.

**HEALTH IMPLICATIONS [Officer Initials RS Date 18/04/2018]**

24. The Corporate Parenting Board plays a key role to improve health and reduce health inequalities for those children under the Local Authority's responsibility. The report outlines progress and plans to address health issues including process measures and outcomes.

**EQUALITY IMPLICATIONS [Officer Initials SM Date 18/04/2018]**

25. This report considers the needs of all children in care regardless of gender, ethnicity, disability or sexuality

**CONSULTATION**

26. Consultation is referenced within reports presented to the Corporate Parenting Board. The voice of children in care is central to the work of the board. Two members of the Children in Care Council sit on the Board.

**BACKGROUND PAPERS**

27. Corporate Parenting Board Annual Report (attached)

**REPORT AUTHOR & CONTRIBUTORS**

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**Damian Allen**  
**Director of People (DCS/DASS)**

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Doncaster  
Council

# **Corporate Parenting Board Annual Report 2017/18**

## Chairs introduction and overview

As the Lead Member for Children and Young People, I am a passionate advocate for all children and young people in the borough.

In the Children and Young People's Plan, I set out my ambition to make Doncaster the most child friendly borough in the country. Over the past year we have already worked to make this ambition a reality, for instance by involving young people in the commissioning process and running a child led inquiry into child poverty. We have also taken steps that will have a more immediate effect on their lives, such as exempting all care leavers from council tax until the age of 25 to make sure that they have a smooth transition to adult life.

We know that outcomes for our disadvantaged or vulnerable children and young people could be better, and through the Social Mobility Opportunity Area we are doing everything we can as local partners to improve the offer of support that is available to them, ranging from school based support and mentoring, to how we can make sure that opportunities to succeed truly do extend to all our young people.

Through our children in care council, and our young advisors, we will continue to work with young people to ensure that their voice is at the heart of all we do. There is still a long way to go, but by co-ordinating our education, housing, health, leaving care and wider support services, we can ensure that Doncaster is an effective and ambitious corporate parent that helps its young people to thrive.

We are proud of our children and young people and take every opportunity to celebrate their achievements.

Nuala Fennelly



**Councillor Nuala  
Fennelly**

Cabinet Member for  
Children, Young People  
and Schools

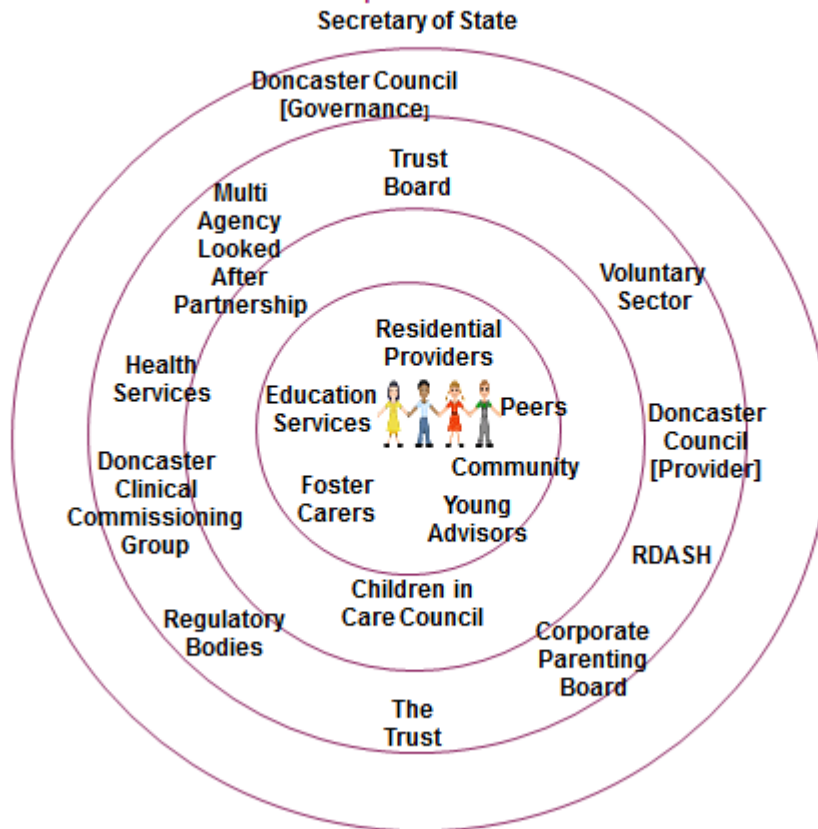
## **Purpose of Corporate Parenting Board**

- 1 The purpose of the Board is to ensure that the Council and the Doncaster Children's Services Trust effectively discharge their role as Corporate Parent for all the children and young people in its care.
- 2 There is a strong commitment to corporate parenting, that knows the children and young people it looks after well. It is ambitious for children in care and ensures each has every opportunity to succeed. It actively challenges partners to provide good support and share their ambition.
- 3 The Board works closely with our Children in Care and Care Leavers council and with the Multi-Agency Looked after Partnership (MALAP) to ensure all our looked after children have the best possible care, we seek to ensure they are safe, healthy, happy and achieve to the best of their abilities. In order to do this the board has endorsed the sufficiency strategy and has an annual thematic work plan in which all partners are called to account.

## **Governance structure and relationships**

- 4 The Corporate Parenting Board provides a key role in supporting Elected Members to play their key role in ensuring accountability for our looked after children. As chair, the Lead Member has led the transformation of the Corporate Parenting Board, refocusing to ensure that elected members champion and challenge the needs of Looked After Children and Care Leavers. The Corporate Parenting Board has been reinvigorated into one which is proactive in challenging service delivery, with local members as corporate parents, advocating more for Children in Care and Care Leavers, resulting in a more robust constitution with stronger governance principles.
- 5 A number of other bodies also play a key role in the accountability and governance structures as identified in the diagram below.
- 6 All bodies including the Corporate Parenting Board work to a set of key principles:
  - All accountable bodies are challenged to maximise outcomes for all the children in our care
  - The child's voice is embedded in all bodies and informs decision making
  - All bodies work in partnership to ensure available resources are used efficiently and effectively
  - All bodies are open to support and challenge to ensure continuous improvement

## Children in Care Leadership and Governance Accountability



## Membership

- 7 The Board comprises of six elected members of the Council, including the Chair, Lead Member for Children's Services. With the exception of the Chair, members are appointed for 12 months in a rolling programme. Members with an especial commitment to children in care may apply to be re-appointed in subsequent years. All members will be expected to attend at least 4 of the 6 sessions in a year and attend 2 events with children in care.

Chair – Lead Member for Children's Services (Cabinet Member for Children's Services)

### In attendance:

Participation Observer – Chair of the Children's Services Overview and Scrutiny Committee:

Or:

Participant Observer – Vice-Chair of the Children's Services Overview and Scrutiny Committee;

- 8 The Board shall call on the professional advice and assistance of **Advisors to the Board**, as follows:

Sitting advisors in regular attendance:

- Director of People (DCS/DASS)
- DCST, Chief Operating Officer
- Head of Virtual School
- Looked After Children Provider Service Lead
- Safeguarding Lead
- Designated Nurse for Looked After Children
- LAC Participation Officer
- 2 Children in Care Council representatives (Modern Apprentices)

Other advisors who may attend meetings:

Doncaster Council Officers:

- Chief Executive
- Housing Service Manager

Doncaster Children's Services Trust Officers:

- Chief Executive
- Referral & Response Lead
- Targeted Youth Support Service Lead

Health service leads

- Designated Doctor for Looked After Children
- Operational health service leads

Senior colleagues from the Council's Learning & Opportunities Service, the Trust and partner organisations attend and report to the Board as required

## 9 Work Plan

Month	Report/thematic focus	Lead responsibility	Children and Young People's Plan Priorities
Standard agenda – every meeting	<ul style="list-style-type: none"> <li>Performance targets (including fostering and adoption)</li> <li>Regulation 44 visits (summary)</li> <li>Inspection reports (following each inspection)</li> <li>Fostering update report</li> <li>Audit reports as undertaken</li> </ul>	<p>HOS Provider service</p> <p>Reg 44 visitor</p> <p>HOS Provider service</p>	
May	<p><u>Fostering and adoption thematic meeting</u></p> <p>Fostering and Adoption Statements of Purpose and annual reports</p>	HOS provider service	<p><b>Equality</b></p> <ul style="list-style-type: none"> <li>Diminish the difference between disadvantaged and non-disadvantaged children and young people</li> </ul>
July	<p><u>Safeguarding thematic meeting</u></p> <p>Keeping children safe – safeguarding report</p> <p><u>Education thematic</u></p> <p>Virtual Head Teacher report</p>	<p>HOS Safeguarding</p> <p>Virtual Head Teacher</p>	<p><b>Safe</b></p> <ul style="list-style-type: none"> <li>No child suffers significant harm as a result of neglect</li> <li>Children have access to the right services at the earliest opportunity</li> <li>Keeping teenagers and young people safe</li> </ul>
September	<p><u>Transition to adulthood thematic meeting</u></p> <p>Leaving care: accommodation and employment</p> <p><u>Safeguarding thematic (continued)</u></p> <p>Complaints and compliments report – themes and lessons learned</p> <p>IRO Report</p>	<p>HOS Targeted services</p> <p>Complaints Manager</p> <p>HOS Safeguarding</p>	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>Young people are equipped to access education employment or training in a way that supports future social mobility</li> </ul> <p><b>Safe</b></p> <ul style="list-style-type: none"> <li>No child suffers significant harm as a result of neglect</li> <li>Children have access to the right services at the</li> </ul>

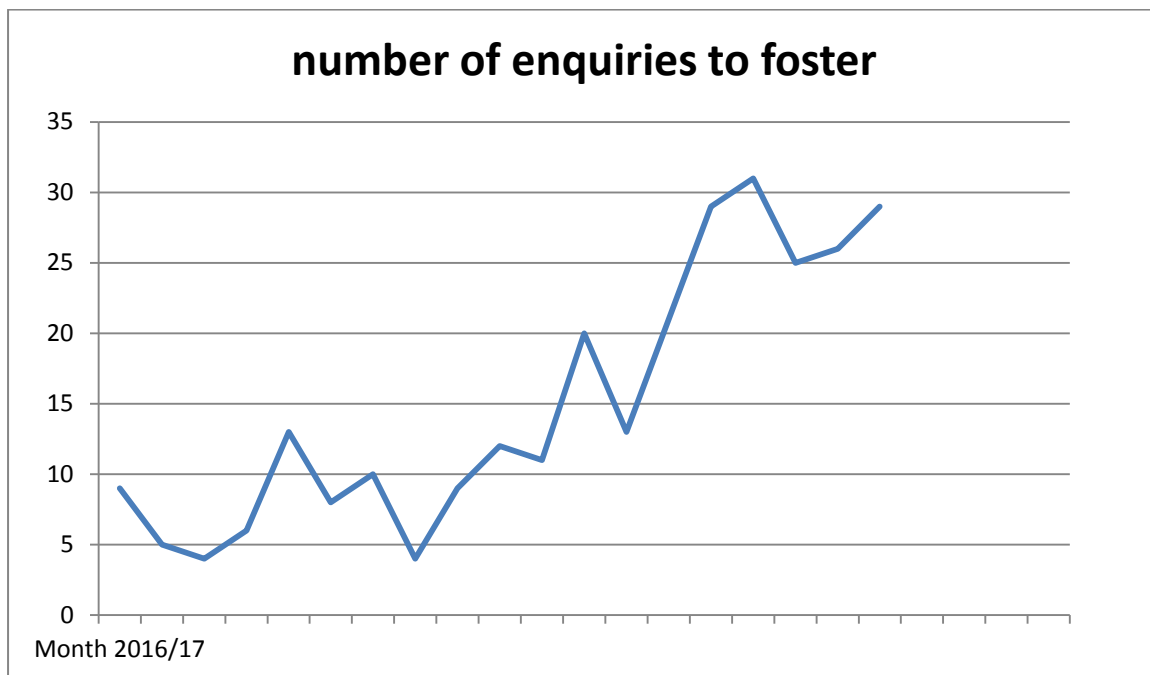
			<p>earliest opportunity</p> <ul style="list-style-type: none"> <li>Keeping teenagers and young people safe</li> </ul>
November	<p><u>Achievement thematic meeting</u></p> <p>Education of LAC analysis of academic year end results</p> <p>CIC thematic and performance report</p>	<p>Virtual School Head</p> <p>HOS Locality</p>	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>All children attend a good or better setting and aspirations are raised to ensure they reach their full potential</li> </ul>
January	<p><u>Health thematic meeting</u></p> <p>Health and wellbeing of LAC</p> <p>Integrated CAMHS Service report</p> <p>Adoption 6 monthly report</p> <p>Adoption panel report</p>	<p>Lac Health lead</p> <p>LAC CAMHS lead</p> <p>HOS LAC Provider Service</p>	<p><b>Health</b></p> <ul style="list-style-type: none"> <li>Children and young people are healthy, have a sense of wellbeing and are resilient</li> <li>Children have the best start in life</li> <li>Children and young people's development is underpinned through a healthy lifestyle</li> </ul>
March	<p><u>Children's homes thematic meeting</u></p> <p>Children's homes report and development plan</p>	<p>Operations manager, children's homes</p>	<p><b>Equality</b></p> <ul style="list-style-type: none"> <li>Diminish the difference between disadvantaged and non-disadvantaged children and young people</li> </ul>

10 In addition to the work plan, the Board has requested a number of supplementary reports in order to further explore any areas of concern or challenge.

### Key achievements

11 The Corporate Parenting Board plays a key role in promoting, monitoring and challenging service improvement and achievements in respect of Looked after Children. Governance and accountability is however devolved to a number of bodies as detailed in the Governance diagram. In brief, the Corporate Parenting board holds Elected Member corporate responsibility. The Multi-agency Looked after Partnership ensures accountability of all partners who have a role in supporting our looked after children and the Children in Care Council (CiCC) ensures the voice of our children informs all decisions.

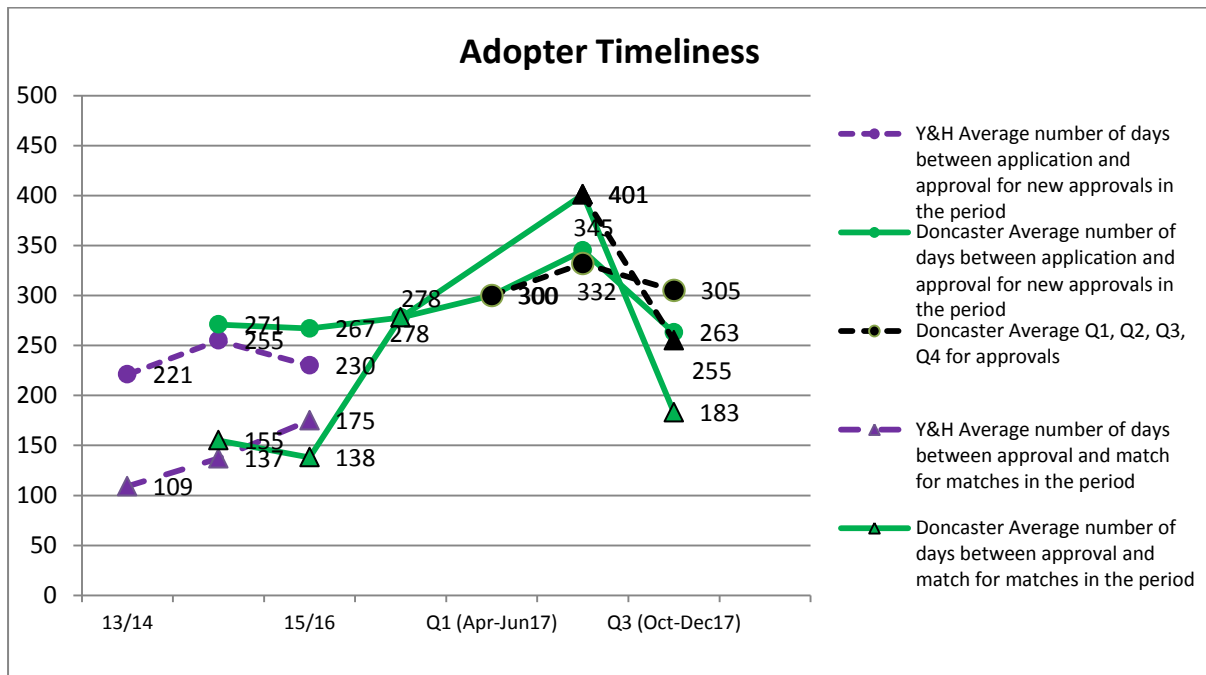
## Fostering service



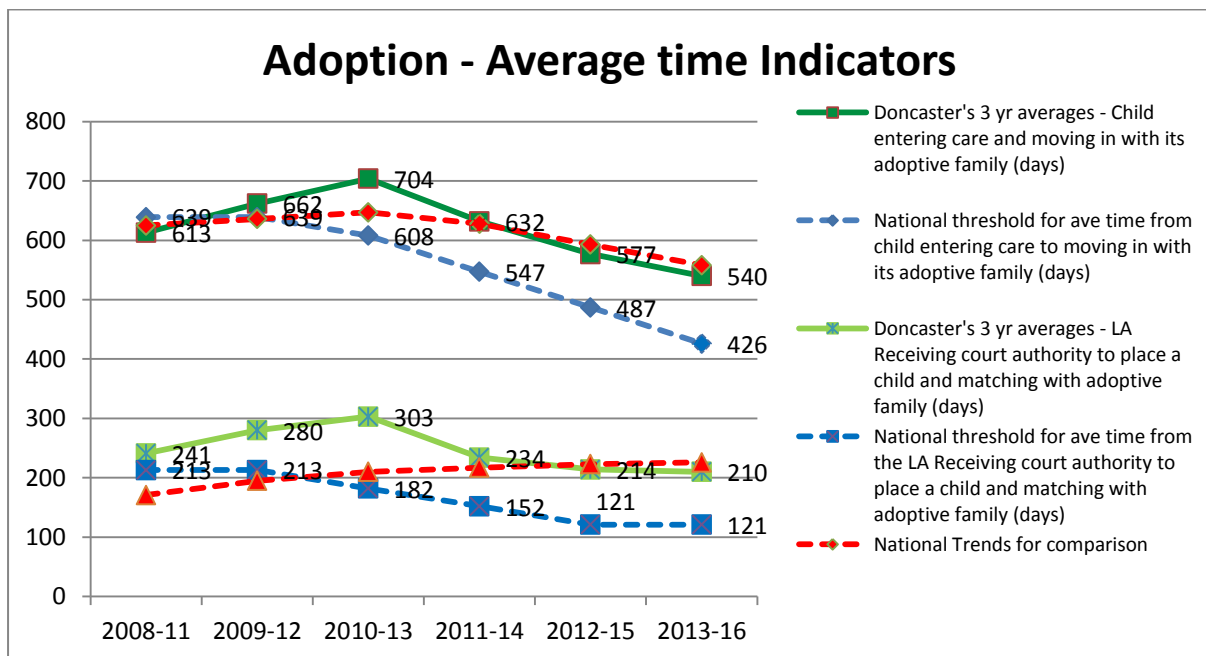
- 12 Since the launch of 'Trust Fostering' the number of people expressing an interest in fostering has increased. The number of applications from experienced foster carers working in the independent sector has also increased
- 13 The number of children placed in in-house care has increased from 157 placements in May 2016 to 200 in April 2016. During the first quarter of 2017, the number of placements further increased to 209 at the end of June 2017. Placement numbers continue to increase slightly to 211 at the end January 2018.
- 14 The number of children placed who are aged 10 and over also increased to 100 at the end July 2017 and 106 at the end January 2018. The percentage of children over 10 has also increased from 47% to 50%.
- 15 The DfE funded Mockingbird Family Model service has made a significant difference to the quality of foster care support. In this model, hub carers support up to 10 fostering families offering intensive support through an extended family model. This work has received National acclaim and was commented upon positively by Ofsted
- 16 Members of the Corporate Parenting Board have supported fostering recruitment through promoting fostering in their wards and communicating with the fostering team about events in their area



## Adoption Service



17 We have approved nearly double the number of adopters this year than last. The team has worked hard to ensure approvals are undertaken in a timely manner. The number of approvals of adopters has impacted slightly on timeliness of approvals but this is being monitored closely



18 All Local Authorities have struggled to reach the national threshold for timeliness of placement. In Doncaster we place a higher percentage of hard to place children who often take longer to place and may have a negative impact on timeliness. Despite this timeliness for both matching and placing adoptive children is slightly better than National averages.

## **Children's Homes**

- 19 The Corporate Parenting Board has supported the Trust in development of an ambitious project to develop more in-house children's homes, with a number of small homes providing flexibility in care options
- 20 All existing children's homes have been re-furnished to a high standard and new homes developed to reflect good quality family homes
- 21 The Trust now manages four 4 bedded homes, one 4 bedded home with a separate annex for one child, one solo home and one 2 bedded home as well as a home for children with a disability which primarily provides short breaks. The larger 4 bedded homes provide a stable placement for children with complexity but who can live alongside others. A small number of children have such complex needs that they cannot safely live with others or require careful matching and individual packages of care. Smaller homes ensure the Trust can provide a flexible response to meet all need

## **The voice of the child**

- 22 The voice of the child is central to our approach to Corporate Parenting. All services seek to provide every opportunity both formal and informal to listen to our children and respond to their needs. We listen to each child individually and also have means of bringing children together to discuss shared issues whether through the fostering youth club, adoption teens' group or through regular activity days.
- 23 The role of the Corporate Parenting Board is strengthened by the participation and engagement strategy in The Children & Young People's Plan 2017-2020. This sets out a number of actions and tactics that are being embedded to change the way partners work with children and young people and the move from consultation to co-production. The strategy defines the move towards co-production and advocacy with children and young people, and to realising the ambition of becoming the most child friendly borough in the country.
- 24 Embedding co-production in commissioning benefits Looked After Children by involving young people and service providers in the commissioning process. The benefits being:
  - People with lived experience often feel more valued and increase their self-confidence and social connections.
  - Commissioners feel more confident that they will get future services right for people the first time. This saves time and money and enables people to get on with living their lives.
- 25 The work of the Looked after Children's Participation service was seen as a strength in the recent Single Inspection of Children's Services and was commented upon positively in respect of Corporate Parenting. This recognised the skills and assets collaboration of the Corporate Parenting Board, partners and local agencies in ensuring the strategic leadership of children's participation and engagement. This ensures that the work of all partners adheres to the following three principles:
  - Be child and young person centred;

- Listen to and respond to children and young people;
- Focus on strengths and building resilience.

26 The Trust and partners use a number of consultation processes with children and young people which include:

- School Councils
- Youth Council
- Youth Hubs
- Youth Committees
- Independent visitors youth club
- Young Carers Forum
- Active Children in Care Council and Care Leavers Forum.
- Junior Children in Care Council; run by one of our care leaver modern apprentices.
- Young Advisors; advise the Chief Executive on policy issues, participate in staff recruitment, act as ambassadors for the Trust, speak at local and national events, lead staff summits.
- Consultation Cafés; we have also used a professional illustrator to work with our children to capture their voice.
- Voting systems.
- Visual recordings, illustrations, children's pictures and video work.
- Written record, including poetry development work with Lemn Sissay.
- Vignettes; capturing moments of development.
- Visual prompts.
- Small group games/activities (see our Mockingbird Video clip).
- MOMO app.

27 Our children also influence the local and national agenda through involvement in a variety of forums

- Corporate Parenting Board including two modern apprentices representing the CiCC.
- MALAP with a further modern apprentice sitting on MALAP.
- Total Respect training where partner engagement is strong and feedback from all is positive.
- Chairing and presenting at numerous events, including the staff summits, fostering conference and celebrating success awards .
- CAMHS review; working with partners in the Clinical Commissioning Groups and our local provider RDaSH.
- Martin Nearey report; Involvement in national consultation.
- Fostering Network consultation group; informing the development of the Mockingbird model.
- National CiCC Voice events.
- National Government; we have attended parliament on several occasions and have a strong voice. Young advisors recently met with the Minister of State for Children and Families.

## Ofsted Inspections of regulated services

- 28 As an independent Trust all regulated services are subject to independent registration and inspection by Ofsted. Childrens homes who are graded **Good** or above are inspected on an annual basis. Requires improvement or less also have an interim progress inspection. Independent Fostering Associations and Voluntary Adoption Agencies are inspected at least every 3 years.

Inspection of related Services and Homes		
Home/Service	Date	Grading/Judgement
Independent fostering association (Trust Fostering)	17/08/2016	Good
Voluntary Adoption Agency	17/08/2016	Good
Morrison Drive Home	17/02/2017	Good
Tickhill Square Home	31/01/2018	Good with Outstanding
Cromwell Drive Home	11/05/2017	Requires Improvement
Pinewood Home	29/01/2017	Good
Amersall Road Home	29/01/2018	Good with Outstanding
Oaklands	19/04/2017	Good
Simpson Place		Not yet inspected
Newlands		Not yet inspected

- 29 The Single Inspection Framework includes a specific Judgement in respect of Adoption services. The Adoption Service was judged to be **Good**. The Independent Fostering Agency and Voluntary Adoption Agency will both be due for regulatory inspection in August 2018. Action plans are in place with the aim to achieve Outstanding
- 30 Cromwell Drive is the only home to have a grading of Requires Improvement, following a difficult placement combination. The home is now stable and an action plan has addressed the issues arising.

## Single Inspection Framework Ofsted Feedback

- 31 In November 2017, children's social care services were inspected by Ofsted under the Single Inspection Framework. The letter setting out the Judgment was published on 19<sup>th</sup> January 2018 and services were deemed to be **Good** in all areas.
- 32 The judgement letter commenced with:

*Since the last inspection, when services were judged to be inadequate, there have been significant improvements in the quality of support for children in Doncaster. The council and Doncaster Children's Services Trust work well together and know their strengths and areas needing further development. The trust is highly effective in developing a culture for good social work to flourish. As a result, the quality of social work is good and is supported by a well-embedded model of social work practice. There is a highly effective performance management and audit programme. Management oversight is visible on files. In the main, social workers receive good-quality, reflective supervision. Social workers and managers all*

*reported good morale and said that they enjoy working in a culture which is challenging but highly supportive with visible and accessible leaders. The voice of the child is impressively an absolutely integral part of individual casework and planning of service delivery.*

- 33 The judgement in respect of Leadership and governance includes comment on the effectiveness of the Corporate Parenting Board:  
*Since the last inspection, the role of the corporate parenting board has been strengthened. This is chaired by the lead member for children's services and ensures that there is effective consideration of information and appropriate challenge to further improve services delivered by Doncaster Children's Services Trust. The voice of children is very strong in all aspects of the board's work, driving the service improvements seen on this inspection.*

### **Actions completed in 2017/18**

- 34 The Peer Challenge of Virtual Schools in November 2016 requested clarity of the governance arrangements around Virtual School, particularly MALAP, Corporate Parenting Board and Virtual School governing body. The 3rd Ofsted Monitoring Visit (February/March 2017) highlighted Improvements to governance arrangements for services for Looked After Children, through Corporate Parenting and its sub group of Multi-Agency Looked After Partnership (MALAP) and the Governing Body of the Virtual School (VS), reporting to MALAP and accountable to the CPB.
- 35 These arrangements have been further strengthened by the revised LAC sufficiency Plan and Strategy 2017-2020 to ensure focus is on improving the outcomes for our Looked After Children and Care Leavers. In order to strengthen governance and accountability arrangements, the MALAP are responsible for the oversight and updating of the Sufficiency Plan and Children in Care Strategy, reporting to the Corporate Parenting Board
- 36 Further plans are in place to seek Cabinet approval for the sufficiency strategy and ensure actions are undertaken using the MALAP to drive forward actions identified in the strategy. This will include the establishment of a robust reporting framework to both the Cabinet and Corporate Parenting Board with strengthened electronic record keeping reflecting the requirements of the provider service and ensuring good quality data
- 37 A detailed annual action plan has been developed and agreed across all agencies to support delivery of the priorities set out in this strategy.
- 38 The Corporate Parenting Board will meet regularly with the Children in Care Council to discuss the action plan and to identify any gaps in progress. Two members of the Children in Care Council sit on the Corporate Parenting Board to ensure their voice is directly represented
- 39 A schedule for the monitoring and review of the action plan to support the delivery of this strategy will be agreed with the Corporate Parenting Board and Children's Trust Board on an annual basis.

40 In addition to this schedule the Corporate Parenting Board receives an annual report from the Virtual School Head along with in-year updates, following the development of the Virtual School Governing Body with representation from the Council, the Trust and education partners.

41 Actions completed this year include revised Terms of Reference ensuring all members understand and actively engage in their role, delivery of a Forward Plan for CPB and the inclusion of care leavers' contribution to CPB. An action to improve the core training offer and engagement strategy for members has progressed. All except for 12 Elected Members having received training on Corporate Parenting; the production of a regular newsletter to Elected Members includes ideas of how to promote the interests of Children in Care, the first of which has been published and well received.

42 **Actions for the year ahead**

- Continue to implement the schedule that has been developed for the monitoring and review of the action plan to support the delivery of this strategy, which will be agreed with the Corporate Parenting Board and Children's Trust Board on an annual basis.
- Further develop the elected member offer through an improved training offer, targeted Total Respect training offer and promotion of the Elected Member engagement strategy
- Corporate Parenting Board and MALAP to continue to be directly influenced by young people's feedback
- The Lead Member and Director of Children's services are using the current functional review taking place across children and young people services in the Council to further define a corporate parenting offer to CiC by all services in the Directorate. This will see named officers within key services taking on responsibility for the prioritisation of CiC and accountability for the performance of their service in relation to CiC.
- All elected members will be asked to sign a pledge for looked after children. The pledge will be jointly developed by our Corporate Parenting Board and Children in Care Council.



## Doncaster Council

### Report

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18th May 2018

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

### **REPORT OF THE INDEPENDENT REMUNERATION PANEL ON THE REVIEW OF THE MEMBERS' ALLOWANCES SCHEME IN DONCASTER MBC**

#### **EXECUTIVE SUMMARY**

1. To consider the report of the Independent Remuneration Panel (IRP) on the review of the Scheme of Members' Allowances.

#### **RECOMMENDATIONS**

2. That Council considers the recommendations of the IRP as set out below and determines whether to accept these.

That:-

- (i) the level of the basic allowance (base) for Members (including the Elected Mayor) is increased by 2% to £12,610;
- (ii) the payment of special responsibility allowances to Members be as shown below:-

Elected Mayor	- Base x 4	£50,440
Deputy to the Elected Mayor	- Base x 1.25	£15,762
Cabinet Member	- Base x 1	£12,610

Chair of Committee:-

- Planning	- Base x 0.64	£ 8,070
- Elections & Democratic Structures	- Base x 0.1	£ 1,261
- Audit	- Base x 0.6	£ 7,566
- Licensing	- Base x 0.6	£ 7,566
- Overview & Scrutiny Management	- Base x 0.6	£ 7,566
- Scrutiny Standing Panels	- Base x 0.25	£ 3,153

Vice Chairs:-		
- Planning	- Base x 0.27	£ 3,405
- Licensing	- Base x 0.3	£ 3,783
- Overview and Scrutiny Mgt Ctte	- Base x 0.25	£ 3,153
- Audit	- Base x 0.19	£ 2,396

Leader of a Political Group		
Membership (30 or more)	- Base x 0.5	£ 6,305
(15 to 29 inclusive)	- Base x 0.2	£ 2,522
(5 to 14 inclusive)	- Base x 0.1	£ 1,261
(0 to 4 inclusive)	----	£ Nil

Civic Mayor	- Base x 1	£12,610
Deputy Civic Mayor	- Base x 0.1	£ 1,261

(iii) The payment of Co-optees allowances be as follows: -

Audit Committee	- Base x 0.05	£ 630
Children & Young People O&S Panel	- Base x 0.05	£ 630
(If appointed as Panel Chair)	- Base x 0.25	£ 3,153
Co-optee on any other Committee	- Base x 0.05	£ 630

Co-opted Members on Audit Hearings Sub-Committee:		
- All inclusive attendance allowance per Hearing		£ 150
- Attendance allowance paid for attending the Audit Committee meeting that considers the Monitoring Officer's Annual Report on complaint handling and ethical governance activity		£ 50

(iv) A special responsibility allowance continue to be paid at the current rate of £3,814 to a Member who represents the Council on the South Yorkshire Pensions Authority;

(v) A special responsibility allowance be paid to a Member appointed by the Council as a representative on the South Yorkshire Police and Crime Panel (SYPCP) who is subsequently appointed as Chair or Vice-Chair of the SYPCP as follows:-

- Chair of SYPCP	£ 5,350
- Vice-Chair of SYPCP	£ 2,675

(vi) The basic allowance to include travel and subsistence within the Borough, inclusive of any transport passes or car parking permits;

(vii) The inflationary index for determining annual increases in Members' allowances for the next four years (from 2019/20 – 2022/23) be in line with the NJC pay award for Local Government employees. Inflationary increases to the basic and special responsibility allowance to be applied separately;

(viii) All other elements of the Members' Allowances Scheme remain unchanged; and



- (ix) Further to consideration and determination of recommendations (i) – (viii) above, the Council gives authority to the Monitoring Officer to update the Members' Allowances Scheme within the Council Constitution and resolves that the revised scheme should take effect from 1<sup>st</sup> April, 2018 and revokes all previous schemes on that date.

### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

3. Citizens are made aware that the levels of allowances paid to elected members are recommended by a Panel, independent of the Council. Should the Council not support the recommendations of the Independent Panel, it is required to publically specify the reasons why.

### **BACKGROUND**

4. Each local authority is required by law to have in place a Scheme for Members' Allowances. Before an authority makes or amends a scheme it must have regard to the recommendations made by an Independent Remuneration Panel. The recommendations of the Panel are not binding on the Council. Although sometimes described otherwise, it is important to remember that Councillor Allowances are not salaries, they are payments made to support Councillors to carry out their roles as Ward Members. From within their allowance, Members are expected to pay for all travel and parking costs within the Borough and their office expenses including telephone bills, postage and internet connections. The proposed 2% rise is in line with the public sector pay proposals for DMBC staff and falls below the current rate of inflation.
5. The scheme provides for:-
- (a) a basic allowance;
  - (b) a special responsibility allowance;
  - (c) a travelling and subsistence allowance;
  - (d) a co-optees allowance;
  - (e) consideration of a dependent carers allowance;
  - (f) pensions;
  - (g) indexing of allowances;
  - (h) forgoing allowances; and
  - (i) withholding allowances.

### **The Main Recommendations**

6. The Independent Remuneration Panel in reaching its recommendations had regard to the schemes operating in a range of other Local Authorities and evidence received from Members and Senior Officers. It is clear that the recommended DMBC scheme is in line with allowances of similar and neighbouring authorities and that the proposed scheme is reasonable in that regard.

7. The Panel is aware that local authorities are still having to operate in times of austerity, with increasing pressures on the public purse. However, having regard to the Panel's Terms of Reference, the Panel were minded to make recommendations solely relating to the appropriate level of remuneration for each role/position and that any reduction or freeze in the light of the economic situation would be a matter for the Council alone to determine.
8. The report of the Panel is attached at Appendix 1. A copy of the current Members' Allowances Scheme is set out in Part 6 of the Council's Constitution, which can be viewed on the Council's [website](#).

### **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

9. The Council is under a statutory obligation to consider the Panel's report, prior to determining its Scheme of Allowances. It is for the Council to decide whether or not it wishes to accept the recommendations of the Panel. Where the recommendations of the Panel are not accepted, the Council is required to give reasons for this.

### **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

10. The content of this report does not significantly impact on the Council's key outcomes.

### **RISKS AND ASSUMPTIONS**

11. The Council must have regard to the recommendations made by the Panel when amending an existing Scheme of Allowances. The existing Scheme must be revoked and any new Scheme to take effect on the day that revocation of the previous Scheme takes effect.

### **LEGAL IMPLICATIONS [Officer Initials SRF Date 30/4/18]**

12. Each local authority is required by the Local Government and Housing Act 1989 to have in place a Scheme of Members' Allowances.
13. In accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) the Council is required to consider the recommendations of an Independent Panel before amending its Scheme of Allowances payable to Members. Should Council not accept the recommendations of the Independent Panel, it should give reasons that will be included in the minutes of the meeting and the public notice advising of changes to the Scheme of Members' Allowances.

### **FINANCIAL IMPLICATIONS [Officer Initials LR Date 27/04/18]**

14. The total current budget for Members' Allowances is £967,850 and is sufficient to fund the proposed changes. The 2018/2019 members' allowances budgets have been inflated by 2% in anticipation of the increase. (For budgeting purposes, the allowances are pegged to the Council's pay award).
15. The above proposals recommend a 2% increase to the current basic allowance to £12,609 with effect from 1 April 2018. The new level of Basic Allowance of £12,609

is used as the base from which all other rates are calculated in accordance with the formula as shown in the recommendations in this report (paragraph 2).

16. A number of changes to Special Responsibility Allowances (SRA) for Chairs and Vice-Chairs are also being recommended by the Panel, and are as follows:-
- That the SRA for the Chair of Overview and Scrutiny Management Committee be reduced from 100% to 60% of the basic allowance;
  - That the SRAs for the Chair of Licensing Committee and the Chair of Audit Committee be increased from 50% to 60% of the basic allowance;
  - That the SRA for the Chair of Planning Committee be increased from 50% to 64% of the basic allowance;
  - That a new SRA be allocated to the Vice-Chair of the Audit Committee, to be set at 0.19% of the basic allowance;
  - That the SRA for the Vice-Chair of the Licensing Committee be increased from 25% to 30% of the basic allowance;
  - That the SRA for the Vice-Chair of the Planning Committee be increased from 25% to 27%;
  - That a new SRA be paid to a Member Representative on the South Yorkshire Police and Crime Panel (PCP) who is appointed as Chair or Vice-Chair of the PCP as follows:-  
Chair - £5,350  
V-Chair - £2,675
- [Note: The Chair/Vice-Chair positions on the PCP are determined on a 3 year rotational basis from amongst the SY authorities (these positions are currently held by Sheffield and Rotherham Members respectively). The next appointments are due to be made in June 2019.
17. As in the current Scheme, the proposals also include provision for an allowance of £3,814 to be paid to the Council's representatives on the South Yorkshire Pensions Authority.
18. These proposals will result in an overall increase in the cost of Members' Allowances equating to £4,300 (including on-costs). There is sufficient budget to fund this increase.

Description	Current Budget £	Proposed Cost £	Variation £
Basic Allowance	693,550	693,550	0
Responsibility Allowance	209,410	200,822	-8,588
Co-opted Allowances	1,860	2,520	660
Mayoral Allowance	63,030	63,050	20
Employers NIC increase (13.8%)			523

19. It should be noted that the above proposed budget amounts are the required budgets if all of the IRP proposals are implemented (except for the proposed South Yorkshire PCP allowances from 2019/2020).

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 13/04/18]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 18/4/18]**

21. There are no specific technology implications associated with this report. Governance and Member Services will need to make the necessary arrangements with Rotherham Council for the adjustment to the current rates on the Payroll system, when agreed.

## **HEALTH IMPLICATIONS [Officer Initials RS Date 18/04/2018]**

22. There are no direct health implications as a result of this report.

## **EQUALITY IMPLICATIONS [Officer Initials JG Date 18/4/18]**

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

## **CONSULTATION**

24. The Panel was provided with benchmarking information relating to Members' Allowances from across a range of local authorities, both regional and Mayoral. Information was also provided on the work undertaken by Councillors and various Council Committees (including terms of reference, the frequency and length of meetings.)
25. In carrying out its review of Members' Allowances, the Panel met with the Chief Executive, the Elected Mayor Ros Jones, and 5 other Members who accepted the invitation extended by the Panel to all Members of the Council to meet with the Panel to discuss any aspects of the current Members' Allowances Scheme. The Panel also received feedback from the former Director of Finance and Corporate Services. All Members were also invited to provide written submissions on any aspect of the Scheme for the Panel's consideration.

## **BACKGROUND PAPERS**

- The Local Authorities (Members Allowances) (England) Regulations 2003;
- Scheme of Member Allowances
- Report of the Independent Remuneration Panel - February 2018

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**REPORT OF THE INDEPENDENT REVIEW PANEL – FEBRUARY 2018**

1. The Independent Remuneration Panel (IRP) has been asked by the Council to review the existing scheme of Allowances for the Elected Mayor and Councillors to ensure it remains up to date. The law requires the Council to make a scheme that provides for the payment of allowances each year to each member of the authority. Where the Council seeks to review any aspect of its scheme it must first take account of any recommendations from the Independent Remuneration Panel established for this purpose. The last comprehensive review of the scheme was undertaken in 2011 and a further review undertaken in 2014 to consider specific aspects of the scheme e.g. an annual inflationary indexing and allowances payable to Co-opted members.

2. The membership of the IRP comprises:

Keith Marriott (Chair),  
Stuart Highfield  
Carolyn Richardson  
Ranjan Talukder  
Sue Williams

**BACKGROUND**

3. The Panel was provided with extensive benchmarking information relating to Members Allowances from across a range of local authorities, including both neighbouring authorities and other Mayoral authorities. Information was also provided on the work undertaken by Councillors and various Council Committees (including terms of reference and the frequency and length of meetings.). Whilst this has been helpful the Panel recognised the difficulty of making direct comparisons with other Councils due to such issues as different Governance models, socio economic conditions, culture, geographical area etc.. Similarly the Panel recognised the differences that exist between many of the wards in the Borough with Councillors facing their own unique challenges in serving their constituents.

4. The IRP is aware of the financial pressures facing the Council. However, the extent to which this and other political factors impact on remuneration is a matter for Council alone to determine when it considers the Panel's recommendations.

5. As part of the review all Members were given the opportunity to meet with the Panel and provide written submissions on any aspect of the scheme. The Panel also considered feedback from the Chief Executive and former Director of Finance and Corporate Services.

6. This report sets out the areas the IRP is required to consider as part of its review and any recommendations. A table detailing the proposed changes to the payment of allowances is attached at Appendix A.

7. The Panel wish to thank those Members and Officers who have contributed to the review by meeting with them to discuss, or submit in writing, their observations regarding the current allowance scheme.

## **REQUIREMENTS OF THE IRP'S REVIEW**

8. The IRP is required to make recommendations on the following aspects of the Members Allowance Scheme:
  - The level of basic allowance;
  - Special Responsibility Allowances and the amounts payable.
  - Duties for which travelling and subsistence allowances can be paid and the amounts
  - The level of co-optees' (or non-councillor) allowance
  - Whether the scheme should include a dependants allowance and the level of that allowance;
  - Whether allowances should be backdated to the start of the financial year.
  - The nature of any indexing and for how long this should apply.
9. The proposed changes to Members' Basic Allowance and Special Responsibility Allowances are detailed at Appendix A. The Panel would recommend that any changes to the scheme be applied with effect from 1<sup>st</sup> April 2018.

## **PANEL RECOMMENDATIONS**

### **Basic Allowance**

#### **RECOMMENDATION 1: The Panel recommend an additional 2% increase to the current Basic Allowance with effect from 1<sup>st</sup> April 2018.**

10. In recognising the voluntary nature of the Councillor's role the IRP was mindful that the basic allowance should provide reasonable recompense for the time and effort taken in undertaking their duties and individuals should not be out of pocket for expenses incurred. The Panel believed the basic allowance should not be set at a level that discourages individuals to put themselves forward as Councillors but also recognised the voluntary nature of the role. Whilst recognising that personal circumstances and the wards served may vary from Councillor to Councillor the Panel recognised it is required to propose a basic allowance that is applicable to all Councillors. The IRP was also keen not to reintroduce a claiming expenses process which was seen to be overly bureaucratic
11. In comparing the allowances paid by Doncaster Council with those paid in a number of other local authorities (regional, national and Mayoral), the Panel considered a 2 % increase would maintain the basic rate at a reasonable level that was in line with other authorities..
12. Since 2015, the number of Councillors in the Borough has reduced from 63 Councillors with 3 Councillors representing 21 wards, plus the Mayor to 55 Councillors plus the Mayor, with 8 of the 21 wards now represented by 2 Councillors. Whilst it is difficult to quantify the impact this may have had on

particular Members, the Panel believed this overall reduction in capacity was relevant.

13. Members had in the past waived their entitlement to an increase on their allowances (2.2% for the period 1st January 2015 to 31st March 2016 and 1% from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017).
14. The Panel believed that this increase in the basic allowance would also go some way to meeting increased travel and parking costs that were raised during the review.

### **Special Responsibility Allowances (SRAs)**

15. The Panel agreed that the Councillors' basic allowance (as recommended by the Panel) should be used as the baseline for determining SRAs for Chairs and Vice Chairs, Group Leaders and Co-opted Members. The revised amounts are detailed at Appendix A. A summary of the Panel's proposals are detailed below:

#### **Elected Mayor, Deputy Elected Mayor, Cabinet Member, Civic Mayor and Deputy Civic Mayor.**

**RECOMMENDATION 2: That the SRAs relating to the above positions should remain unchanged, other than the application of the 2% increase on allowances.**

16. The Panel note that both the current Elected Mayor and her predecessor volunteered to accept only a proportion of their Annual Allowance. It is the view of the Panel that the Allowance entitlement under the current scheme should be retained at the present level (base x 4). The personal decisions of the past and present incumbents may not be applicable for any future applicant. Any reduction is the personal decision of the post holder and should not affect either the level of the entitlement or any decisions of future post holders.

### **SRAs for Chairs – Proposed Changes**

17. Having received feedback from Members and officers, considered the roles and expectations of each respective Chair and Vice Chair and reviewed allowances paid in other local authorities, the Panel believed there was some merit in establishing a more equitable approach to setting the SRAs for the following Chairs taking account of **R**esponsibility, **A**ccountability, **T**ime involved and **E**ffort ('RATE'). The Panel recognised that for certain Committees some or all of these criteria would be more applicable than others.

### **Chair of Overview and Scrutiny Management Committee (OSMC)**

**RECOMMENDATION 3: That the SRA for the Chair of OSMC be reduced from 100% to 60% of the basic allowance.**

18. Whilst recognising the importance of Overview and Scrutiny in providing checks and balance within a Mayoral Governance model the Panel believed the allowance should be more in line with the allowances paid to Chairs of the other main Council Committees such as Licensing and Audit. The Panel also believe the role of Overview and Scrutiny has matured since the last review when the Council was on an improvement journey and it is acknowledged that the organisation now has greater stability. The Panel was also mindful that a

reduction would go some way in supporting the additional costs of increasing other SRAs to provide a more equitable allocation of Chairs' and Vice-Chairs' SRAs.

### **Chairs of Licensing and Audit Committees**

**RECOMMENDATION 4: That the SRAs for the Chair of Licensing Committee and the Chair of Audit Committee be increased from 50% to 60% of the basic allowance.**

19. In receiving evidence and reviewing the SRAs for Chairs the Panel recommended that these increases would more equitably reflect the time requirements and responsibility of the roles carried out by the Chairs in supporting the work of these Committees.

### **Chair of Planning Committee**

**RECOMMENDATION 5: That the SRA for the Chair of Planning Committee be increased from 50% to 64% of the basic allowance.**

20. If agreed this SRA would be set slightly higher than Chair of Licensing which also carries out a quasi-judicial role however, this is to recognise the number of meetings and additional preparation for meetings including site visits, pre meeting briefings and training.

### **Chairs of Standing Overview and Scrutiny Panels**

**RECOMMENDATION 6: The Panel recommended this remain at 25% of the basic allowance.**

### **Special Responsibility Allowances - Vice Chairs**

#### **Vice Chair of Audit Committee**

**RECOMMENDATION 7: That a new SRA be allocated to the Vice Chair of Audit Committee and be set at 19% of the basic allowance.**

21. There has previously been no SRA for the Vice Chair of Audit Committee. This appears an anomaly when compared to the other Council Committees. In view of this the Panel considered it appropriate that the Vice Chair should receive an SRA. As well as supporting the Chair, attending briefings and supporting the smooth running of the meeting this would recognise occasions when the Vice Chair would have to act up in absence of the Chair. However, as meetings of the Audit committee are less frequent than Licensing or Planning it is recommended that the Vice Chair's allowance be less than the Vice Chair of Licensing or Planning.

#### **Vice Chair of Licensing Committee**

**RECOMMENDATION 8: That the SRA for the Vice Chair of Licensing Committee be increased from 25% to 30% of the Basic allowance.**

22. Members received evidence that due to the number of Licensing Committee and Sub-Committee meetings that are convened during a year (5 Committee and 18



Sub-Committees during 2016/17) a number of these are chaired by the Vice Chair to ensure availability. This is slightly different to the other Committees where the Vice Chair deputises for the Chair where he/she is unavailable. There is recognition here that due to the volume of meetings, the Vice Chair will be called upon to preside over a number of meetings on a regular basis over the course of a year. The proposed increase seeks to recognise this additional level of responsibility and commitment.

### **Vice Chair of Planning Committee**

**RECOMMENDATION 9: That the SRA for the Vice Chair of Planning Committee be increased from 25% to 27% of the Basic allowance.**

23. This slight increase reflects the change in the SRA payable to the Chair of Planning and the number of meetings, briefings and site visits that the Vice Chair attends.

### **Vice Chair of Overview & Scrutiny Management Committee**

**RECOMMENDATION 10: That this SRA remain at 25% of the basic allowance.**

### **Chair and Vice Chair of South Yorkshire Police and Crime Panel**

**RECOMMENDATION 11: That an SRA of £5350 be paid to any Doncaster Member appointed as Chair of the SYPCP and an allowance of £2675 be paid to any Doncaster Member appointed as Vice Chair of the SYPCP.**

24. The meeting considered a report which provided the findings of an Independent Review of Special Responsibility Allowances for the Chair and Vice Chair of the South Yorkshire Police and Crime Panel (PCP).
25. The report recommended that an allowance of £5,350 be provided for the Chair of the PCP and an allowance of £2,675 for the Vice Chair. As the PCP did not have the ability to pay Special Responsibility Allowances (SRA), such an SRA would need to be approved by each constituent Council for inclusion within their Members' Allowances Scheme.
26. In reviewing the role of the PCP and the role and responsibilities of the Chair and Vice Chair of the PCP the IRP supported the proposed allowances.

### **South Yorkshire Pensions Authority**

**RECOMMENDATION 12: That an SRA continue to be paid at the current rate of £3,814 to a Member who represents the Council on the South Yorkshire Pensions Authority.**

### **Other SRAs**

**RECOMMENDATION 13: That no additional SRAs be included within the scheme for additional Councillor duties.**

27. The Panel received information from Members in respect of SRAs that could potentially be paid for additional Councillor duties such as representing the Council on outside bodies, undertaking specific task and finish work or being responsible for raising the profile on important issues both within and beyond the Council. The Panel believed that the time and expenses for undertaking these duties should be contained within the current basic allowance. It was also noted that where additional expenses were incurred that took the individual outside the Borough this could be reimbursed from within the current scheme.

#### **Duties for which Travelling and Subsistence Allowances can be paid and the amounts**

**RECOMMENDATION 14: That the current arrangements within the scheme for travelling and subsistence remain unchanged.**

28. It is the view of the Panel that any changes to the existing scheme would considerably increase the requirement for scrutiny and monitoring of travel expenses and claims.
29. A number of representations from Councillors were received in respect of travel costs particularly those Councillors whose wards are spread over a wide geographical area, or live on the outskirts of the Borough away from the town centre and incur travel and parking costs in attending Council meetings. Whilst acknowledging these issues the Panel did not want to propose different rates of travel payment which would introduce additional administration and complexity with Members making additional claims.

#### **The Level Of Co-Optees' (Or Non-Councillor) Allowance**

**RECOMMENDATION 15: That allowances for Co-optees should remain unchanged other than the application of the 2% increase on the allowance.**

#### **Consideration of a Dependants Carers Allowance and the level of that Allowance or any additional Personal Assistance Allowance.**

**RECOMMENDATION 16: That the scheme should not include any additional payment in respect of dependant carers allowances or additional personal assistance.**

30. During the review the Panel considered whether the scheme should include a carers allowance or reimbursement expenses incurred for caring or other support or assistance generally whilst carrying out their roles. The Panel recommended there should be no change to the scheme in this respect as the Panel felt this should reflect the arrangements currently available to public sector employees and in a number of cases there are other provisions available. The Panel also recognised there may be additional administrative costs and resources required in operating such a scheme.

**Whether there should be any backdating of an allowance to the start of the Financial Year.**

**RECOMMENDATION 17: That the proposed changes be effective from 1<sup>st</sup> April 2018 and the revised scheme revokes all previous schemes on that date.**

**The nature of any indexing and for how long this should apply.**

**RECOMMENDATION 18: That the index for determining annual increases in Member allowances be in line with the NJC pay award for Local Government employees for the period 2019 to 2023.**

31. The Panel have maintained the general principle established by previous panels that any proposed increase should reflect current increases (or decrease) in public sector pay negotiations. Therefore it is proposed that the Members Allowance Scheme be index-linked to N.J.C. pay award for Local Government employees, effective from the beginning of the year.
32. It is recommended that the changes to the Basic Allowance and Special Responsibility Allowances proposed in these recommendations would be effective from 1<sup>st</sup> April 2018 and would not be subject to any additional inflationary increase that may be effective from 1<sup>st</sup> April 2018.
33. **RECOMMENDATION 19: That the SRAs payable to Group Leaders incorporate a 2% increase.**
34. The IRP also recommend that for clarity the Scheme should state that Group Leaders with 4 or less Members in their Groups would not receive an allowance.
35. **RECOMMENDATION 20: That all other aspects of the Members Allowance Scheme Remain unchanged.**
36. The Panel wishes to thank all officers and Members who contributed to the work of the Independent Remuneration Panel in conducting this review.



<b>INDEPENDENT REMUNERATION PANEL – REVIEW OF DMBC MEMBERS’ ALLOWANCES – EFFECTIVE FROM 1<sup>ST</sup> APRIL 2018</b>			
	Current Amount £ p.a.	Proposed Base Rate formula	Proposed Amount from 1/4/18 £ p.a.
<b>BASIC ALLOWANCE</b> (Note: A base rate of £12,610 is recommended which shall be used as the base (b) from which all other rates shall be calculated in accordance with the formula as shown in middle column.)	12,363	2% increase	12,610
<b>SPECIAL RESPONSIBILITY ALLOWANCES (SRA)</b>			
Elected Mayor currently takes 50% of basic and Mayoral Allowance.	49,455*	b x 4	50,440*
Deputy Elected Mayor	15,455	b x 1.25	15,762
Cabinet Member (i.e. Portfolio Holder)	12,363	b x 1	12,610
Civic Mayor	12,363	b x 1	12,610
Deputy Civic Mayor	1,236	b x 0.1	1,261
<b>Chairs</b>			
Planning Committee	6,182	b x 0.64	8,070
Elections & Democratic Structures Committee	1,236	b x 0.1	1,261
Audit Committee	6,182	b x 0.6	7,566
Licensing Committee	6,182	b x 0.6	7,566
Overview & Scrutiny Management Committee	12,363	b x 0.6	7,566
Chair of standing Overview & Scrutiny Panel	3,091	b x 0.25	3,153
<b>Vice Chairs</b>			
Planning Committee	2,472	b x 0.27	3,405
Licensing Committee	2,472	b x 0.3	3,783
Overview & Scrutiny Management Committee	3,091	b x 0.25	3,153
Audit Committee	N/A	b x 0.19	2,396
<b>Group Leaders</b>			
30 or more Members	6,182	b x 0.5	6,305
15-29 Members inclusive	2,472	b x 0.2	2,522
5-14 Members inclusive	1,236	b x 0.1	1,261
Up to 4 Members inclusive	Nil	--	Nil
<b>Co-optees</b>			
Children & Young People Overview & Scrutiny Panel	618	b x 0.05	630
Audit Committee	618	b x 0.05	630
Co-optee who is also Chair of CYP O&S Panel	3,091	b x 0.25	3,153
Co-optee on any other Council Committee	618	b x 0.05	630
<b>External Bodies</b>			
Member of South Yorkshire Pensions Authority	3,814	N/A	3,814
Chair of South Yorkshire Police and Crime Panel	N/A	N/A	5,350

Vice Chair of South Yorkshire Police and Crime Panel	N/A	N/A	2,675
Co-opted Members on Audit Hearings Sub-Ctte: £150 all-inclusive attendance allowance per Hearing. £50 attendance allowance paid for attendance at the Audit Ctte meeting that considers the Monitoring Officer's Annual Report on complaint handling and ethical governance activity.			



## Doncaster Council

Date: 18<sup>th</sup> May 2018

To the Chair and Members of the Council

### MEMBER DEVELOPMENT PROGRAMME 2018/19

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Jane Nightingale	All	None

### EXECUTIVE SUMMARY

1. This report provides feedback on the 2017/18 Member training and development programme and proposes 2018/19 programme (attached at Appendix A).

### EXEMPT REPORT

2. Not exempt

### RECOMMENDATIONS

3. That Council
  - Receive and note the update on Member training and development activities undertaken during 2017/18.
  - Endorse the programme of Member Development activities and seminars scheduled for 2018/19 at Appendix A.
  - Endorse the annual completion of Data Protection training and the inclusion of Child Sexual Exploitation (CSE) awareness and Spam and Phishing as mandatory training for all Members.

### BACKGROUND

4. A planned and co-ordinated approach to Member Development assists Councillors in undertaking their roles effectively. This also supports good governance by ensuring Councillors understand how they can support the delivery of Council and Borough's priorities. At its meeting on 19th May 2017 Council endorsed an approach to Member Development and Training that would support them through their current four year term 2017/18 – 2020/21.

5. Key features of the programme are:
  - i. **Mandatory training for all Members** - it was agreed that induction (for new Councillors elected in 2017), Adult Safeguarding, Children's Safeguarding, Corporate Parenting, Health and Safety, Data Protection and Equalities would be mandatory for all Councillors and would be a key focus for the training programme during 2017/18. Once undertaken this would be valid for the current four year term of office unless there were significant policy or legislative changes that would require a refresh.
  - ii. **Mandatory training for specific Roles** – Council agreed that **mandatory training will be required before Members can undertake specific roles** such as a Member of e.g. Audit, Licensing, Planning Committee or carrying out the role of Chair of a Committee. This will ensure a consistent standard of training and awareness for those Members who are involved in regulatory decision making. This training will be run annually to take account of any changes to Committees at Annual Council.
  - iii. **Developing Councillors as Community Leaders** – this will include enhancing individual skills and knowledge to ensure Councillors have the skills and support available to undertake their roles effectively, being responsive to the needs of communities, developing a vision for their area and supporting the delivery of the Borough's priorities.
  - iv. **Members Seminars and Briefings** – Throughout the year a number of seminars and briefings are arranged to ensure Members are kept up to date on important developments or issues.
  - v. **Reviewing and Monitoring** - The Member development programme is regularly reviewed by the cross party Member Development Working Group (MDWG). This consists of the Cabinet Member with Member Development within her/his portfolio and Group Leaders. During 2017/18 the MDWG included Councillors: Jane Nightingale (Chair), Sue Wilkinson, Richard A Jones and Andy Pickering. The MDWG also reviews and monitors the effectiveness of Member Development, identifies further opportunities for development and reviews attendance. Following each training event Members are asked to complete an evaluation form and these are reviewed and monitored by the MDWG. Where necessary this feedback is used to ensure the sessions remain relevant.
6. The training programme is a living document and is updated and amended as required by officers in Governance in consultation with the MDWG. Training is delivered mainly in house whilst some training is commissioned and delivered by external providers where this provides better value for money or requires specific expertise.

### **Review of 2017/18**

7. All Members who were newly elected in 2017 attended induction. This was scheduled over 3 days and covered the role of Members, understanding how the Council works, Governance and an opportunity to meet key Members of staff. Members were also given the support to operate digitally



8. Mandatory training sessions for all Councillors have been scheduled on at least 5 occasions and at different times to accommodate Members availability. The completion rate for Mandatory Training is as follows:
  - Induction 100%
  - Understanding Equalities 84%
  - Corporate Parenting 85%,
  - Children's Safeguarding 93%
  - Health & Safety 87%
  - Adult Safeguarding 91%
  - Information Governance (pre General Data Protection Regulations) 87%.
  - E Learning Data Protection Training (introduced in March 2018 to comply with GDPRs) 56%.
9. As there remains a number of Members who have not undertaken the mandatory sessions during 2017/18 it is proposed that one further session will be arranged for each subject during 2018/19. This will coincide with the mandatory training sessions required for the Councillor elected to the vacant seat in the Town Moor ward.
10. Members can find their attendance at training and seminars under their profile on the Council's website.
11. Members will be aware that during the course of the year additional training was introduced to ensure Councillors were aware of their responsibilities under the General Data Protection Regulations (GDPR). As both data controllers and data processors there is a legal requirement for Councillors to undertake this training on an annual basis moving forward.
12. Councillors undertook mandatory training prior to taking up their positions on regulatory Committees such as Licensing and Planning. Training was also made available to Overview and Scrutiny Members to ensure they were clear on how to undertake their role effectively. All Chairs and Vice Chairs undertook Chairs training before taking up their position as Chair of a Committee.
13. During the course of the year a number of seminars and briefings were also arranged to ensure Members were kept up to date on important issues such as Devolution, Welfare Reform and Universal Credit, Adults Health and Well Being Transformation and Domestic Abuse.
14. The Digital Council Team have also worked closely with officers in Member Support to assist and support Councillors in effectively using digital devices including the My Doncaster app to assist in reporting service issues and the Modern Gov app which is used for accessing, reading and annotating agendas.

### **Training and Development Programme 2018/19**

15. The draft 2018/19 Training and Development Programme is attached at Appendix A and has been developed in consultation with the MDWG. All Members were issued with a questionnaire and given the opportunity to

identify areas of development and training for the 2018/19 programme. Directors and Assistant Directors have also been invited to identify topics for inclusion on the programme. Key features of the programme include:

- **Mandatory Training** - for those Councillors who have yet to complete the mandatory training and any new Councillors. It is also proposed that the following be added to the list of mandatory training:

- Awareness of Child Sexual Exploitation, to assist Members in fully understanding their safeguarding responsibilities.
- Spam and Phishing Awareness Training to reduce the risk to the Council and individuals of potential cyber-attacks, which may compromise the Council's network or may lead to potential data and security breaches.

Due to changes in legislation there is now a requirement for Members to undertake Data Protection training on an annual basis. It is proposed that this be undertaken as an e-learning module.

- **Mandatory training for specific roles** to take account of changes arising from the appointment to Committees at Annual Council.
- **A programme of Member Seminars and briefings.** Further topics will be identified during the course of the year and be added to the programme as necessary.
- **A focus on developing personal and leadership skills for Councillors.** Members were invited to complete a questionnaire during 2017/18 to identify any areas of development. The questionnaire together with the evaluation forms and feedback from the MDWG was used to identify topics for inclusion on the programme.

16. Other key areas that will be considered as part of the Council's Member Development offer include:

- Supporting Councillors to become more digitally enabled. Significant work has taken place by the Digital Council Team and Member Services to support and engage with Councillors in the use of new technology.
- Identifying opportunities to develop effective networks, best practice and additional resources that will support and enhance Member Development and support Councillors in effectively undertaking their roles and responsibilities.
- Identifying best practice nationally and locally and ensuring this is disseminated to Councillors.
- Establish more training materials and resources to assist Councillors and explore further opportunities for e-learning.

17. Once agreed the programme will be regularly reviewed and where necessary amended to ensure it remains up to date and relevant to the needs of Councillors.

## OPTIONS CONSIDERED

18. Option 1- To develop a planned and co-ordinated Member Development Programme.

Option 2 - To develop a training plan this is ad hoc programme of development and reactive to Members needs as they arise.

## REASONS FOR RECOMMENDED OPTION

19. Option 1 - this option is a planned approach aimed at meeting the development needs of Members now and in the future. Identifying mandatory training serves to support Members in their role ensuring clarity and identifying any risks or corporate/personal liabilities. The MDWG will continue to monitor the effectiveness of the training programme.

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

	<b>Outcomes</b>	<b>Implications</b>
	<p><b>Doncaster Working:</b> Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> <li>• Better access to good fulfilling work</li> <li>• Doncaster businesses are supported to flourish</li> <li>• Inward Investment</li> </ul>	Ensuring Members receive the necessary training and development to undertake their duties effectively will impact on all of the priority outcomes.
	<p><b>Doncaster Living:</b> Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> <li>• The town centres are the beating heart of Doncaster</li> <li>• More people can live in a good quality, affordable home</li> <li>• Healthy and Vibrant Communities through Physical Activity and Sport</li> <li>• Everyone takes responsibility for keeping Doncaster Clean</li> <li>• Building on our cultural, artistic and sporting heritage</li> </ul>	
	<p><b>Doncaster Learning:</b> Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p>	

	<ul style="list-style-type: none"> <li>• Every child has life-changing learning experiences within and beyond school</li> <li>• Many more great teachers work in Doncaster Schools that are good or better</li> <li>• Learning in Doncaster prepares young people for the world of work</li> </ul>	
	<p><b>Doncaster Caring:</b> Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> <li>• Children have the best start in life</li> <li>• Vulnerable families and individuals have support from someone they trust</li> <li>• Older people can live well and independently in their own homes</li> </ul>	
	<p><b>Connected Council:</b></p> <ul style="list-style-type: none"> <li>• A modern, efficient and flexible workforce</li> <li>• Modern, accessible customer interactions</li> <li>• Operating within our resources and delivering value for money</li> <li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li> <li>• Building community resilience and self-reliance by connecting community assets and strengths</li> <li>• Working with our partners and residents to provide effective leadership and governance</li> </ul>	

## RISKS AND ASSUMPTIONS

20. Mandatory training for all Members on areas such as Data Protection, Equalities and Health and Safety will ensure Members have a clear understanding of their roles and responsibilities and are aware of any significant risks including any corporate or personal liabilities. There is a risk to the Council if Members do not engage with this training and do not fully understand their responsibilities. The MDWG and officers will work with Members and Groups to ensure attendance at these sessions.
21. The MDWG will continue to monitor development activities including attendance, feedback and evaluation from events. This will provide the opportunity to further encourage participation within political groups and review the effectiveness of courses.

#### **LEGAL IMPLICATIONS [Officer Initials: SF Date 30.04.18.]**

22. The Council has the legal power to arrange training for Members by virtue of both S111 Local Government Act 1972 (which gives Local Authorities the power to do anything “which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions” and S1 Localism Act 2011 (the general power of competence:) “a local authority has power to do anything that individuals generally may do unless restricted by law).

#### **FINANCIAL IMPLICATIONS [Officer Initials: LR Date: 01.05.18.]**

23. A budget of £7k exists to support Member Training and Development, which will mainly be used to support external provision. This budget has been sufficient during 2017/18, and is expected to be for the indicative 2018/19 programme.

#### **TECHNOLOGY IMPLICATIONS [Officer Initials: PW ...Date: 30.04.18]**

24. There are no specific technology implications associated with this report. ICT & Digital Council have been working with Councillors to promote and assisted them in utilising technology in undertaking their roles. The organisation will continue to facilitate this support and access to technology to assist Councillors in undertaking their roles and duties. Consideration should be given to how Technology & ICT can be utilised to support the development and delivery of the Member Development Programme.

#### **HUMAN RESOURCE IMPLICATIONS [Officer Initials MLV Date 08.05.18.]**

25. There are no specific HR implications associated with this report, however where the need for external training is identified due regard must be given to the Council’s Contract Procedure Rules for the procurement of works, supplies and services.

#### **HEALTH IMPLICATIONS [Officer Initials: CEH. Date 02.05.18.**

26. The completion of training by members (in particular the health related sessions) will provide a greater understanding around the complexity of addressing Doncaster’s health challenges. Improving knowledge and awareness will support members to deliver their role effectively to address the wider health and wellbeing for Doncaster residents.

#### **EQUALITY IMPLICATIONS [Officer Initials: AS Date 30.04.18.]**

27. To ensure Members are aware of the Council’s responsibility under the Equality Act 2010 mandatory training is provided to all Members. Officers in the Governance Services team are available to support and make suitable arrangements for Members who may not be able to access training because they have a protected characteristic e.g. due to disability.

## **CONSULTATION**

28. The MDWG has been consulted in the development of the programme of training scheduled. Training dates and minor changes will continue to be amended throughout the 2018/19 year.

## **BACKGROUND PAPERS**

29. There are no specific background papers associated with this report.

## **REPORT AUTHOR & CONTRIBUTORS**

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## MEMBER TRAINING & DEVELOPMENT PROGRAMME 2018/19

**Mandatory Training – once undertaken will be valid for the 4 year period 2017 – 2021**

**Unless otherwise indicated, all training is scheduled for 2 hours maximum.**

No.	Topic	Date
1	<b>New Member Induction - Mandatory for newly elected Councillors.</b> Members who were serving Councillors during 2016/17 are <b>not required</b> to attend although they are welcome to attend any part of the induction session.	Not required unless new Councillors are elected. Induction is undertaken over 3 days to ensure consideration of key areas.
<b>ANNUALLY - MANDATORY TRAINING – ALL MEMBERS</b>		
2	<b>GDPR</b> <b>(There is a requirement to complete this training annually).</b>	E.Learning Only (Modules 1-5) – can be completed from home
<b>MANDATORY TRAINING FOR ALL MEMBERS WHO HAVE NOT ALREADY UNDERTAKEN DURING 2017/18</b>		
3	<b>Understanding Equalities</b>	Wednesday 20 <sup>th</sup> June 2018 at 5.30pm in Room 210
4	<b>Children’s Services Safeguarding and Corporate Parenting</b>	Tuesday 19 <sup>th</sup> June 2018 at 5.30pm in Room 210
5	<b>Child Sexual Exploitation (including criminal exploitation)</b>	TBA
6	<b>Spam and phishing</b>	E.Learning Only – can be completed from home
7	<b>Health &amp; Safety for Elected Members</b>	Thursday 14 <sup>th</sup> June 2018 at 5:30pm in Room 209
8	<b>Adult Safeguarding</b>	Wednesday 13 <sup>th</sup> June 2018 at 5.30pm in Room 210

**MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES - This is compulsory for all relevant Committee Members (once undertaken this is valid for 4 years) non Committee Members may attend.**

9	<b>Planning Induction</b>	Thursday 24 <sup>th</sup> May 2018 at 2:00pm in Room 309
10	<b>Licensing Induction</b>	Thursday 7 <sup>th</sup> June 2018 at 10.30am in the Council Chamber
11	<b>Audit Induction</b>	Wednesday 6 <sup>th</sup> June 2018 at 1.30pm in Room 308
12	<b>Chairing Skills compulsory for Chairs &amp; Vice Chairs of Committees</b>	Wednesday 23 <sup>rd</sup> May 2018 at 11:15am in Room 209

**MANDATORY FOR IDENTIFIED GROUPS – Members are only required to attend one of the scheduled sessions.**

13	<b>Performance Management –</b> Mandatory for Cabinet & Scrutiny Members	To be arranged after appointments made at Annual Council on the 18 <sup>th</sup> May 2018
14	<b>Local Government Finance -</b> Mandatory for newly elected Members.	Not required unless new Councillors are elected
15	<b>Scrutiny and Challenge –</b> Mandatory for Overview and Scrutiny Members	To be arranged after appointments made at Annual Council on the 18 <sup>th</sup> May 2018
16	<b>Understanding Your role on Outside Bodies –</b> Mandatory for Councillors appointed to Outside Bodies.	To be arranged after appointments made at Annual Council on the 18 <sup>th</sup> May 2018, session lasts approx. 1 hour.

**DEVELOPMENT SKILLS (OPTIONAL)**

**ICT & Digital Support:**

17.	<b>Workshops/Drop-in sessions</b> <ul style="list-style-type: none"> <li>• <b>Emails</b></li> <li>• <b>Outlook Calendar</b></li> <li>• <b>Internet</b></li> <li>• <b>Modern Gov</b></li> <li>• <b>Social Media</b></li> </ul>	Digital Team are available in the Members Area on Floor 2 before Council meetings to assist Members with any ICT issues.
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<b>Developing Yourself as a Councillor</b>		
<b>18.</b>	<b>a. Time Management</b>	TBA
	<b>b. Conflict Resolution And Strengthening Personal Resilience</b>	TBA
	<b>c. Improved Communication Skills – including public speaking</b>	TBA
	<b>d. Advanced Questioning Skills</b>	TBA
<b>Community Leadership</b>		
<b>19.</b>	<b>a. Understanding Community Leadership</b>	TBA
	<b>b. Influencing Skills</b>	TBA
	<b>c. Neighbourhood and Community Engagement</b>	TBA
	<b>d. Making Every Conversation Count – Public Health Perspective</b>	Monday 18 <sup>th</sup> June 2018 at 5.30pm in room 210 Wednesday 27 <sup>th</sup> June at 9.30am in room 210 Monday 16 <sup>th</sup> July at 2pm in room 210
<b>SEMINARS &amp; BRIEFINGS</b>		
<b>20.</b>	<b>Universal Credit Update</b>	TBA
<b>21.</b>	<b>Modern slavery</b>	TBA
<b>22.</b>	<b>Adult Services Transformation Update</b>	TBA
<b>23.</b>	<b>Building a sustainable and resilient borough</b>	Autumn 2018 - TBA
<b>24.</b>	<b>The role of Adverse Childhood Experiences on child and adult health - what could we do about it?</b>	TBA
<b>25.</b>	<b>Obesity and the role of health in all policies in Doncaster</b>	TBA
<b>26.</b>	<b>Members drop in session - Waste</b>	TBA

<b>27.</b>	<b>Emergency Planning Awareness : around Members' role and responsibility</b>	TBA
<b>28.</b>	<b>Highway Maintenance</b>	TBA