



# Doncaster Council

Would you please note that a Group Meeting will be held at 1.00 p.m. in the Civic Office.

## 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:** Council Chamber, Floor 2, Civic Office, Waterdale, Doncaster

**Date:** Thursday, 23rd January, 2020

**Time:** 2.00 pm

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### BROADCASTING NOTICE

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A handwritten signature in black ink, appearing to be 'D Allen'.

**Damian Allen**  
Chief Executive

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Issued on: Wednesday, 15 January 2020

**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. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Declarations of Interest, if any.
4. Minutes of the Council Meeting held on 21st November, 2019. 1 - 14
5. To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.
6. Questions from the public in accordance with Council Procedure Rule 13:-

- (a) Question from Mr. Chris Nowak to Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment:-

“Why is the Council allowing fly tipping of household waste/items to happen on a regular basis in the alleyways behind/between houses in Hyde Park, Balby, Hexthorpe and other areas? This is not the first time this has happened in these areas and I know it will not be the last because the Council’s response is ineffectual and the people doing this are aware of this. When are Doncaster Council going to get tough with this and use the powers at their disposal to end this health hazard?”

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

#### **For Decision**

7. Annual Pay Policy Statement 2020/21. 15 - 38
8. Overview and Scrutiny Update - May to December, 2019. 39 - 50
9. Proposed Diary of Meetings - 2020/22. 51 - 80
10. Questions by Elected Members in accordance with Council Procedure Rules 15.2 and 15.3:-

- (i) Questions on Notice to the Executive:-

None received for this meeting.

- (ii) Questions without Notice to the Executive and the Chairs of Committees.

**For Information and Not Endorsement**

11. To receive the minutes of the following Joint Authorities. 81 - 136
- A. Sheffield City Region Mayoral Combined Authority Board held on 18th November, 2019.
  - B. Sheffield City Region Local Enterprise Partnership Board held on 4th November, 2019.
  - C. South Yorkshire Fire and Rescue Authority held on 14th October and 25th November, 2019.
  - D. South Yorkshire Pensions Authority Local Pension Board held on 17th October, 2019.
  - E. South Yorkshire Police and Crime Panel held on 2nd December, 2019.
  - F. Team Doncaster Strategic Partnership held on 15th October, 2019.

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# Agenda Item 4

## DONCASTER METROPOLITAN BOROUGH COUNCIL

### COUNCIL

THURSDAY, 21ST NOVEMBER, 2019

A MEETING of the COUNCIL was held in the COUNCIL CHAMBER, CIVIC OFFICE on THURSDAY, 21ST NOVEMBER, 2019, at 2.00 pm.

#### PRESENT:

Chair - Councillor Linda Curran  
Vice-Chair - Councillor Paul Wray  
Mayor - Ros Jones  
Deputy Mayor - Councillor Glyn Jones

Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Nigel Cannings, Bev Chapman, Phil Cole, John Cooke, Mick Cooper, Jane Cox, Steve Cox, George Derx, Susan Durant, Neil Gethin, Sean Gibbons, John Gilliver, Martin Greenhalgh, Pat Haith, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, John Mounsey, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas, Austen White, Sue Wilkinson and Jonathan Wood.

#### APOLOGIES:

Apologies for absence were received from Councillors Rachael Blake, Nuala Fennelly, John Healy, Kenneth Keegan, Majid Khan, David Nevett and Andrea Robinson.

#### 45 Declarations of Interest, if any

There were no declarations made at the meeting.

#### 46 Minutes of the Council Meeting held on 19th September, 2019

RESOLVED that the minutes of the Council Meeting held on Thursday, 19th September, 2019, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair.

#### 47 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 Linda Curran, made the following announcement:-

"I would like to ask Council to note and recognise the dedicated service of an Officer who will be retiring shortly.

Paul Lawson, the Civic Mayor's Chauffeur, who has worked for the Local Authority for over 25 years, is due to retire at the end of this month. On behalf of the Council, I would like to thank him for his valued service and wish him well for the future.

To mark the occasion, there will be a reception immediately after this Council meeting in the Atrium on the ground floor of the Civic Office, which Elected Members and Officers are invited to attend.”

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

“I would like to make a statement about the devastating floods, which have had such a huge impact on residents and businesses throughout our Borough. As Members will know, the flooding was complex, extensive and inflicted widespread destruction in our communities. The nature of the incident and the speed at which it occurred, was unprecedented.

More than a month’s worth of rain fell in 24 hours. Seven severe flood warnings were issued across Doncaster, meaning there was significant danger to life with immediate action required. Homes and premises were flooded from Mexborough in the west of the Borough, to Fishlake in the East, with many areas impacted ranging from a whole village, to streets and individual properties.

Firstly, I want to pay tribute to our amazing local communities, particularly:-

- The resilience and fortitude of people whose homes have been flooded;
- The help provided by neighbours and neighbouring communities;
- All of those who have donated money, food, clothes and goods to support people in need; and
- The offer of trades and services from local companies and those further afield.

I have seen at first hand the community spirit and endeavour of residents who set up community led Support Centres, receiving and distributing donations. The way our people have pulled together was truly inspiring, but the reason it was required was devastating.

I also want to recognise our superb public services and our military. The emergency response was immense, and continues 24 hours a day until the immediate threat has passed and recovery takes place.

Our emergency centre, based here in the Civic Building, co-ordinated a 24/7 multi-agency partnership response for 10 days. It was the longest emergency response in recent times and included:-

- Advising 1900 residents to evacuate from a total of 1200 properties;
- Pumping away millions of litres of water to protect communities from further damage, with some pumps still in action;
- Securing vital infrastructure, including pumping stations and electricity sub-stations;
- Filling and issuing 50,000 sandbags;
- Establishing two rest centres and supporting 113 people with somewhere to stay, food and drink, and advice and support;
- Dealing with nearly 2000 calls to our emergency helpline; and
- Managing 42 separate road closures to keep our residents safe.

Working alongside the emergency services, Council staff knocked on the doors of thousands of residents to offer advice and support. Our partners in the Environment Agency and Fire Service, brought resources to Doncaster from across the Country. We received Mutual Aid from many other Authorities.

285 soldiers were deployed from the Light Dragoons and the Royal Anglian Regiment, along with a Chinook helicopter from the RAF, to protect residential areas and critical infrastructure from the risk of further bad weather.

I would also like to acknowledge the work of so many people in the Chamber today. Elected Members are not always given the credit that they deserve, but I saw many of you leading from the front, providing real leadership, commitment and support for your residents, and the communities that you care so much about.

We are now in the recovery period and much work is taking place:-

- Eight recovery hubs have been set up in our communities to provide advice and connect people to the services they need;
- Our staff are on the ground providing practical assistance;
- We are distributing emergency funds to residents and businesses;
- We are supporting the co-ordination and distribution of donated goods and trades, which is being led by the community; and
- Our services are cleaning up the debris left behind, organising skips, waste collection and dehumidifiers.

Yesterday, I approved 100% Council Tax and Business Rates Relief for flooded properties. This will be for a minimum of three months and I have already asked the Government to ensure this lasts for as long as people remain out of their properties, due to flood damage.

I am particularly concerned about those people who:-

- Have no insurance;
- Have discovered they have inadequate insurance; and
- Face very large excess payments.

We must also do everything possible to ensure this does not happen again. On Saturday, along with Mayor Dan Jarvis, I met the Secretary of State for Housing Communities and Local Government. We stressed the need for further assistance and have requested that the Government:-

- Provides additional financial support for those affected, to ensure all of their basic needs were met;
- Provides funding to repair roads and infrastructure, and reimburse the Council for essential costs incurred; and
- Undertakes a review of what happened and commits to fund the necessary flood prevention and protection measures, to ensure our communities are kept safe in the future.

Finally, we must not forget the personal stories behind the pictures we have all seen. One resident in the West of the Borough, recounted their experience this week, going back to the day the rain came when they were first struck by how rapidly the downpours were taking hold. Water was flowing from the fields and into their streets at an alarming pace, in what they likened to a Tsunami. The force of the water was so strong that a wall in the village collapsed under the pressure, blocking a family attempting to drive to safety. Neighbours came to their aid, helping the passengers get from the vehicle to dry land. The family is safe, but their home has been devastated. The flood water had risen to the eaves of the house and poured through the ceiling. Their furniture and belongings are completely ruined.

My heart goes out to them and everyone else affected. I am humbled by the resolve of local people to overcome the challenges that lie ahead. They will not be facing this on their own. As in 2007, the floods have brought national attention to our communities. However, as the cameras disappear, the Council and community will remain and support those affected for as long as it takes to recover.”

The Chief Executive, Damian Allen, made the following announcement:-

“I would like to endorse what the Mayor has said and place on record my thanks to all those who have contributed, and I would like to thank and recognise those residents, who as staff of Doncaster Council, still came into work as part of the efforts in the local communities. I would like to acknowledge them and thank them.”

The Deputy Mayor, Councillor Glyn Jones, made the following announcement:-

“Amersall Court, a Care Home based in Scawthorpe which supports people with physical and learning disabilities, has been rated ‘Outstanding’ by Inspectors, following an unannounced visit from the Care Quality Commission (CQC) in October.

Out of 118 health and social care services across Doncaster, only one has previously been rated as ‘outstanding’. With Amersall Court having been rated outstanding in four areas, it is officially now recognised by the CQC as the best registered service in Doncaster.

Inspectors commended the Care Home for developing and designing their service to enable its residents to live ‘as full a life as possible’, by promoting choice, control, independence and inclusion. The report also praised the staff’s approach in offering ‘exceptionally personalised care’ and residents’ feedback of the service was acknowledged as being ‘overwhelmingly positive’.

The Inspectors also praised Amersall Court’s approach to partnership working and community involvement, for example their partnership with Doncaster College in offering work placements for students training within Health and Social Care, leading to more activities and opportunities for residents.

What is particularly impressive is that since the last inspection, Amersall Court has also reduced its staffing costs saving over £200k; congratulations to all staff, people and families of Amersall Court, who have together worked so hard to achieve this.

The CQC inspection outcome is testament to the dedication of everyone involved. The Council and partners, will look at how these positive practices demonstrated by Amersall Court, can be replicated in other services across Doncaster.”

The Cabinet Member for Highways, Street Scene and Trading Services, Councillor Joe Blackham, made the following announcement:-

“This Festive Season, Doncaster Council will again be supporting Town Centre Businesses by offering free Town Centre parking from Monday 2nd December to Friday 3rd January, 2020 from 2.00 pm and for the rest of the day at the popular Markets Car Park, St Georges Car Park and Colonnades Car Park.

We are also offering every Saturday in December, free all day parking at Chappell Drive Car Park.

Additionally, a reminder that Council run car parks and on street pay and display areas continue to be free on Sundays.”

The Cabinet Member for Customer and Corporate Services, Councillor Jane Nightingale, made the following announcement:-

“On behalf of the Bentley Ward Members and the Community of Bentley, we would like to offer our sincere thanks to the Chief Executive and all DMBC and St Leger Homes staff, involved in supporting our community in such dire circumstances which unfolded around the 7th and 8th of November, 2019. We would also like to place on record, our sincere and huge thanks to the Fire Service from many Counties, South Yorkshire Police, but also not forgetting our amazing community volunteers who have come together through their own personal circumstances. A huge thanks to members of the public and businesses, who have donated overwhelming amounts, the Local Churches and Khalsa Aid, along with many others who have supported our residents through such a difficult period.

We would also like to thank Members in this Chamber who have supported Bentley Ward Members in carrying out their positions. The work still carries on. Some residents displaced to other homes, some still struggling to come to terms with what has happened yet again. This is now the second time they have endured this situation.

We have every confidence that the Chief Executive along with the Mayor, will carry out a full and timely review of unanswered questions for our community so greatly needed, and work with Government for the funding.”

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

“I have received a note on the way into the Council Chamber from the Environment Agency. It gives lots of facts and figures, but the key part for Members is both myself and the Portfolio Holders across South Yorkshire, will be meeting with the Environment Agency on Wednesday for an initial feedback on where they are. They have now assured me that they will work with any Local Authority who wishes to examine and enquire into the flooding. After every flooding incident, they carry out a review as to what has happened and how they can respond, and how they can respond better.

I have also suggested that Overview and Scrutiny early in the New Year, look at the flood in some detail and of course, they have the right to call in any of our partners or partner agencies. So, I assumed Members would have asked what happens next so that is some indication of what will happen next.”

48 In accordance with the Council's Petition Scheme, to receive the presentation of a Petition relating to the Provision of traffic lights at the Hickleton and Marr junction, Red Hill

The Council received a Petition relating to the provision of Traffic Lights at the Hickleton and Marr Junction, Red Hill, which contained over 3500 signatures from constituents.

The Petition Organiser, Miss Bobbie Pearson, was unable to attend the Council meeting and therefore, as Chair of Council, Councillor Linda Curran, formally accepted the Petition on behalf of the Council, and reported that the Petition would be referred to the appropriate Portfolio Holder, Councillor Joe Blackham, Cabinet Member for Highways, Street Scene and Trading Services.

49 Questions from the public in accordance with Council Procedure Rule 13

There were no questions from members of the public for this meeting.

50 Corporate Parenting Board Annual Report 2018/19

The Vice-Chair of the Corporate Parenting Board, Councillor Jane Cox, presented the Corporate Parenting Board Annual Report to Council.

The report set out the governance and membership of the Board, detailed the work plan and work undertaken, outlined key achievements and set out the proposed actions for the coming year.

In noting the report, the Council would be recognising the Corporate Parenting Board was fit for purpose, and had firmly established governance as well as celebrating the achievements made and recognising the planned programme of continuous improvement.

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

RESOLVED that the Corporate Parenting Board Annual Report 2018/19, be noted.

51 Neighbourhood Planning - Adoption 'Making' of the Bawtry Neighbourhood Development Plan

The Council considered a report, presented by Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment, which proposed the adoption of the Bawtry Neighbourhood Development Plan, as part of the statutory development plan for the Borough following a successful referendum result.

It was reported that the Localism Act introduced Neighbourhood Planning in 2011, which allowed Town/Parish Councils and local communities, to plan for their own areas. It was a statutory process and there were a number of legally prescribed stages that needed to be undertaken in preparing a Plan.

It was noted that a Neighbourhood Plan could be developed before, after or in parallel with a Local Plan, but the law required that it must be in general conformity with the strategic policies of the adopted Development Plan for the area. Currently, this was the saved policies of the Doncaster UDP and the Doncaster Core Strategy. The draft Local Plan had been out for Publication and work was now ongoing in advance of submission to Government in early 2020. Bawtry Town Council and the Planning Policy and Environment Team at the Council, had worked collaboratively to ensure that the Local Plan and the Bawtry Neighbourhood Plan, did not conflict with each other. This was important as if Neighbourhood Plan Policies did conflict with Policies in a Local Plan that was adopted after the Neighbourhood Plan came into force, the more recent plan policy would take precedence.

Members were informed that the final stage of the Neighbourhood Plan process was the Referendum where anyone living in the designated Neighbourhood Plan area (in the case of Bawtry this is the parish boundary) had a right to vote on whether they wanted the Council to use the Neighbourhood Plan to help it decide planning applications in the neighbourhood area. From a total electorate of 2765, the turnout was 17.72% with 490 votes cast; 411 voted “yes” and 79 voted “no” with no papers being rejected.

Fundamentally, there was no alternative option to the recommendation, as the Council was required to ‘make’ the Neighbourhood Plan and adopt it following a successful referendum, providing the Local Planning Authority was satisfied that EU and human rights obligations, which were the basic conditions, had been met.

In accordance with Section 38A of the Planning and Compulsory Purchase Act 2004, as amended, Council was required to adopt Bawtry’s Neighbourhood Plan as the Council was satisfied that the conditions had been met.

Following the presentation of the report, Members of the Council were afforded the opportunity to comment on the report where Members welcomed the report and thanked Ward Members, volunteers and local residents involved in the production of the Neighbourhood Plan.

RESOLVED that the Bawtry Neighbourhood Plan be adopted as part of the Statutory Development Plan for the Borough.

52 Local Government and Housing Act 1989 - 6 Month Review of the Proportional Allocation of Seats on Committees and Sub-Committees, and Appointments to Outside Bodies (Minute No. 12(15) - 17th May, 2019)

Further to the above Minute, the Council considered a report which advised Council on the mid-year review of the proportional allocation of seats on Committees and Sub-Committees appointed by Council, as a consequence of changes to the Political composition of the Authority, and the revision of appointments to Outside Bodies.

Members noted that since the Annual Meeting in May, 2019, Councillor Nigel Cannings, who was an Independent Member not affiliated to any Political Group registered with the Council, joined the Conservative Group in June, 2019, and Councillor Tina Reid resigned from the Labour Group in October, 2019, and joined the Mexborough First Group in October, 2019. As a consequence of these changes, the membership of the Labour Group had reduced by one Member and the membership of the Conservative Group and Mexborough First Group, had increased by one Member each.

RESOLVED that

- (1) in view of the Conservative Group's over representation by 2 seats, the Conservative Group lose 1 seat from the following Committees:-
  - Planning Committee
  - Chief Officers Appointments Committee (COAC)
- (2) as a consequence of recommendation (1) above, the 1 seat removed on the Planning Committee from the Conservative Group, be reallocated to the Labour Group and the remaining 1 seat removed on the COAC from the Conservative Group, be reallocated to the Independent Member, Councillor John Cooke;
- (3) as a consequence of the Conservative Group's increased seat entitlement, Councillor Steve Cox be appointed to the Elections and Democratic Structures Committee;
- (4) as a consequence of the Labour Group's reduced seat entitlement on some Committees, the named Labour Group Members be removed from the following Committees:-
  - Awards, Grants and Transport (Appeals) Committee  
Councillor Neil Gethin
  - Elections and Democratic Structures Committee  
Councillor Rachel Hodson
  - Chief Officers Appointments Committee  
Councillor Paul Wray  
Councillor Phil Cole as a Substitute Member
- (5) as a consequence of the Labour Group's increased seat entitlement on some Committees, the named Labour Group Members be appointed to the following Committees:-
  - Chief Officers Appeals Committee  
Councillor Ian Pearson  
Councillor Duncan Anderson as a Substitute Member

- Chief Officers Investigatory Sub-Committee

Councillor Jane Nightingale

- (6) as a consequence of the Mexborough First Group's increased entitlement, Councillor Andy Pickering be appointed to the Awards, Grants and Transport (Appeals) Committee;
- (7) the following Members of the Labour Group, be appointed to replace the seats held by Councillor Tina Reid as a Labour Group representative, as detailed below:-

- Employee Relations Disputes Resolutions Committee (Substitute Member)

Councillor Duncan Anderson

- Parish Councils' Joint Consultative Committee

Councillor Mick Cooper

- (8) Councillor George Derx replace Councillor Nikki McDonald on the Children's and Young Peoples Overview and Scrutiny Panel;
- (9) Councillor Sue Wilkinson replace Councillor Tina Reid on the Communities and Environment Overview and Scrutiny Panel;
- (10) Councillor Charlie Hogarth replace Councillor Mark Houlbrook on the Planning Committee;
- (11) Councillor Joe Blackman replace Councillor Mark Houlbrook on the Chief Officers Appointments Committee;
- (12) Councillor Mark Houlbrook replace Councillor Joe Blackham as a Substitute Member, on the Chief Officers Appointments Committee;
- (13) Councillor Lani-Mae Ball replace Councillor Kevin Rodgers on the Standing Advisory Council for Religious Education (SACRE);
- (14) Councillor Nigel Ball replace Councillor Charlie Hogarth on the Industrial Communities Alliance;
- (15) Councillor Nigel Cannings replace Councillor Jane Cox on the Chief Officers Investigatory Sub-Committee; and
- (16) Councillor Tina Reid replace Councillor Sean Gibbons on the Children's and Young Peoples Overview and Scrutiny Panel.

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

There were no questions put to Councillor Nigel Ball, Cabinet Member for Public Health, Leisure and Culture.

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

In the absence of Councillor Rachael Blake, Cabinet Member for Adult Social Care, the Chair of Council informed Members that any questions for Councillor Blake should be submitted in writing to the Executive Office after the meeting, and a response would be provided accordingly.

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

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

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

There were no questions put to Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment.

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

There were no questions put to Councillor Austen White, Chair of the Audit Committee.

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

There were no questions put to Councillor Phil Cole, Chair of the Elections and Democratic Structures Committee.

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

In the absence of Councillor Blake, the Chair of Council informed Members that any questions for Councillor Blake should be submitted in writing to the Executive Office after the meeting, and a response would be provided accordingly.

M. Questions to Councillor Jane Kidd, Chair of the Overview and Scrutiny Management Committee

Q. Councillor John Mounsey asked the following question:-

“I would like to take the opportunity to endorse what Mayor Ros Jones said and pay thanks to our fantastic staff for doing a tremendous job during the floods in local communities. I would also like to endorse what Councillor Chris McGuinness has said regarding the floods. I was Chair of OSMC in 2007, last time there were floods in Doncaster. We carried out a thorough review and another one needs doing now. It needs OSMC to go out into the communities and to look and listen. A review needs to be done with both them and with the Environment Agency and we need for the public voices to be heard. Will you do that?”

A. Councillor Jane Kidd gave the following response:-

“Thank you John; the answer is yes. I fully appreciate that OSMC did a major review, and I actually attended the public meeting myself in Carcroft. Additionally, two years ago when I was Chair of the Communities and Environment Panel, we carried out a big review that looked at what could be done to make flooding less of a catastrophe when it did happen, but unfortunately, we cannot stop the rain. We do however, have a full set of recommendations agreed with the Environment Agency, the Drainage Boards and DMBC Officers, so we need to go back to those recommendations and see if they were carried out and if not, why not and what can be done better. We are not going to stop flooding unfortunately, but we can alleviate the suffering as much as we possibly can.”

Q. Councillor Charlie Hogarth asked the following question:-

“Can I ask, when they are doing the Scrutiny Review, if you can give all Councillors, not just the Members of the Scrutiny Panel, full and limitless time to ask questions and not limit their time to ask questions?”

A. Councillor Jane Kidd gave the following response:-

“Yes Charlie and we always do.”

Q. Councillor Richard Allan Jones asked the following question:-

“Thank you, I can see where Councillor Chris McGuinness is coming from and I can see where Councillor John Mounsey is coming from, and there are a number of lessons we need to take on board.

I personally do not believe the Environment Agency does enough to support the process as we would not be where we are now. Some would probably argue the opposite, but my experience with the Environment Agency is that they do not work very well. Consequently, as soon as Chris gets his report, I think it should be brought back to Scrutiny with haste as next week, it may rain again, and then we will be back in exactly the same position again.”

In response to the comments regarding the floods, Councillor Chris McGuinness made a brief statement to provide more information:-

“I was not going to say anything, but with regard to the floods, I would like to share a few snippets of information. There were three warnings placed on the River Don last week, but over a six-week period, there had been three significant periods of rainfall that had already resulted in much higher levels than normal. Over the past 6 weeks, there had been much more rain than normal. On the 7th November, it was forecast between 40 and 60 milliliters (ml) of rain, but in fact there was approximately 80 ml of rain. The Environment Agency had acknowledged there was going to be rain and had Field Teams on standby, but there was more rain than had ever been anticipated, and since then, the pumping stations have been pumping 24 hours a day, 7

days a week, with pumps working at 8 different locations across the Borough.”

54 To receive the minutes of the following Joint Authorities

RESOLVED that the minutes of the following Joint Authorities be noted:-

- A. Sheffield City Region Mayoral Combined Authority Board held on 29th July and 23rd September, 2019;
- B. Sheffield City Region Local Enterprise Partnership Board held on 9th September, 2019;
- C. South Yorkshire Fire and Rescue Authority held on 22nd July and 16th September 2019;
- D. South Yorkshire Pensions Authority held on 12th September, 2019;
- E. South Yorkshire Police and Crime Panel held on 2nd September, 2019; and
- F. Team Doncaster Strategic Partnership held on 27th August, 2019.

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

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

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## Doncaster Council

### Full Council Report

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Date: 23<sup>rd</sup> January 2020

#### **ANNUAL PAY POLICY STATEMENT 2020/21**

##### **EXECUTIVE SUMMARY**

1. Local Authorities are required under section 38(1) of the Localism Act 2011 to prepare an annual Pay Policy Statement. The statement must clearly detail the Council's policy for the pay of the workforce, particularly senior staff and lowest paid employees.
2. There have been minimal changes to the ratios this year as salary levels have remained at 2019 rates. This is due to the fact that national pay award negotiations have not yet been concluded for 2020/21.
3. The ratio between the highest employee salary Chief Executive (£164,238) and lowest employee salary (£17,364) has remained at 9.46:1. This means the highest salary is 9.46 times more than the lowest salary. The ratio between the highest employee salary and average staff salary has positively reduced slightly from 6.30:1 to 6.20:1.
4. The ratio between the lowest paid and average salaries has positively increased slightly from 1.50:1 to 1.53:1. The average salary has also increased by £423 from £26,069 to £26,492.
5. These ratios reflect the Council's on-going commitment to reduce the pay difference and increase low pay.
6. In March 2011 the Hutton Review of Fair Pay made several recommendations for promoting pay fairness in the public sector by tackling disparity between the lowest and highest paid. The Hutton Review considered that the pay multiples (ratios) should be no greater than 20:1 and the Council falls well below this threshold.

##### **EXEMPT REPORT**

7. Not applicable.

## **RECOMMENDATIONS**

8. It is recommended that Members note the contents of this report and approve the Pay Policy Statement for 2020/21.

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

9. Publication of a Pay Policy Statement will aid transparency and provide information that will enable local people to understand the Council's pay provisions.

## **BACKGROUND**

10. In March 2011 the Hutton Review of Fair Pay made several recommendations for promoting pay fairness in the public sector by tackling disparity between the lowest and highest paid.
11. Subsequently the Localism Act 2011 (the Act) placed a requirement on each local authority to prepare and publish a Pay Policy Statement. The provisions of the Act bring together the need for increasing accountability, transparency and fairness in the setting of pay.
12. The provisions of the Act do not apply to the employees of local authority schools and therefore unless they are centrally employed, teaching staff are not within the scope of the policy.
13. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Act do not seek to change this, or to determine what decisions about pay should be taken, but they do require each local authority to be more open about their own policies in relation to pay and how related decisions are made.
14. Section 40 of the Act requires local authorities to have regard for any guidance published by the Secretary of State when developing their Pay Policy Statement. Currently this includes Housing, Communities and Local Government Guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency, which asks authorities to consider the way they release data on senior salaries.
15. The Act sets out in detail the specific elements which the Pay Policy Statement must include as a minimum. However, it is open to each authority to determine whether they wish to expand this to cover all employees. A template Pay Policy Statement was previously published by Local Government Yorkshire and Humberside Regional Employers (LGYH) which includes the minimum requirements. This template was used as the basis for Doncaster's Pay Policy Statement over the last five years and has been used again for this year.

## PROPOSED PAY POLICY STATEMENT

16. The Pay Policy Statement (see attached) is required to be produced annually and considered by Full Council. It is not possible to delegate responsibility for the Policy to another committee.
17. It is proposed that the same format is used for the publication of the Pay Policy Statement this year.
18. The Council decided to meet the information access requirements by publishing the Pay Policy Statement on the Council's website each year. It is proposed to do the same this year.
19. The current and previous salary structure for Heads of Service and Chief Officers is as follows:

Grade and Posts	Spinal Column Point	Salary 2019/20	Salary* 2020/21
SMG (Heads of Service)**	52	£59,624	£59,624
	54	£64,535	£64,535
CO3 Assistant Directors	7	£92,884	£92,884
CO1 Directors	10	£123,682	£123,682
CE1 Chief Executive	1	£164,238	£164,238

\* National pay award pending

\*\*Heads of Service salaries have been included in the table above for transparency but are not employed under Chief Officer Terms and Conditions of Employment and therefore not designated Chief Officers for the purpose of the Pay Policy Statement.

20. The ratio between the highest employee salary Chief Executive (£164,238) and lowest employee salary (£17,364) remains the same at 9.46:1. This means the highest salary is 9.46 times more than the lowest salary. Benchmarking will be undertaken before the start of the financial year once all results are published, against a number of local authorities in the Yorkshire and Humber region.
21. The ratio between Doncaster's highest and average salaries is 6.20:1 down from 6.30:1. The ratio between the highest salary and the median salary remains at 8.24:1. The ratio between Doncaster's lowest and average salaries has increased slightly from 1.50:1 to 1.53:1.
22. The average salary has increased by £423 from £26,069 to £26,492 in line with the Council's commitment to reduce the pay difference and increase low pay.

## OPTIONS CONSIDERED

23. The requirement for the Council to prepare and publish a Pay Policy Statement is a requirement of the Localism Act 2011 and therefore there are considered to be no other options. There is a prescribed minimum requirement that the Pay Policy Statement must contain, individual local authorities can exercise the option to expand it.

## REASONS FOR RECOMMENDED OPTION

24. The Localism Act requires that a local authority Pay Policy Statement must be approved by Full Council and the responsibility cannot be devolved to another committee. The recommended option will ensure that the Council meets the minimum requirements as laid out in the Localism Act 2011.

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

25.

	<b>Outcomes</b>	<b>Implications</b>
	<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>Publication of a Pay Policy Statement will aid transparency and provide information that will enable local people to understand the Council's Pay Provisions.</p>

## RISKS AND ASSUMPTIONS

26. Under the requirements of the Localism Act the Council has to have a Pay Policy Statement that meets minimum required levels. It is proposed that Doncaster's Pay Policy Statement for 2020/21 will contain the minimum requirements in relation to the employees to be covered which will ensure a standard framework is in place which will reduce the risk of inconsistency and potential legal challenge.

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 23.12.19]**

27. Sections 38-43 Localism Act 2011 set out the requirements that a Local Authority must publish an annual pay policy statement setting out the Authority's policies relating to the remuneration of its Chief Officers, its lowest paid employees and the relationship between the remuneration of the Chief Officers and other employees. It is up to the Authority to define who its lowest paid employees are. It must also include (a) the level and elements of remuneration for each Chief Officer, (b) remuneration of Chief Officers on recruitment, (c) increases and additions to remuneration for each Chief Officer, (d) the use of performance-related pay for Chief Officers, (e) the use of bonuses for Chief Officers, (f ) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and (g) the publication of and access to information relating to remuneration of Chief Officers.
28. Section 40 requires Authorities to have regard to the guidance for pay policy statements as published by central government.
29. The Authority's Pay Policy Statement must be approved by a resolution of the Authority before it comes into force and the statement must be prepared and approved before the end of 31 March 2020 and each year thereafter. Amendments may be made within each year by the passing of a resolution.
30. Once approved it must be published as the Authority sees fit and further pay determinations must be made in accordance with the policy.

## **FINANCIAL IMPLICATIONS [Officer Initials AG Date 20.12.19]**

31. There are no direct financial implications as a result of the recommendation in this report. The report details the current pay arrangements which have been factored into the budget for 2020/21. All staff pay must be funded from the Council's resources and budgeted accordingly.

## **HUMAN RESOURCE IMPLICATIONS [Officer Initials SJ Date 19.12.19]**

32. There are no direct human resource implications as a result of the recommendations in this report, although all affected post-holders have been consulted on the requirement for the information being published.

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 20.12.19]**

33. There are no direct technology implications as a result of the recommendations in this report.

## HEALTH IMPLICATIONS [Officer Initials VJ Date 6.1.20]

34. Evidence shows that income contributes to 10% of health of the population and employment contributes a similar level. The level of gaps in income also determines health outcomes between those with the highest income compared to those with the least income. This report suggests that the highest employee salary is more than 9.46 times than the lowest employee salary in the Council. There are potential implications of pay gaps in relation to widening health inequalities. This implication will need to be monitored and appropriate measures to mitigate the negative impact for staff on lowest income is recommended. Appropriate advice can be sought from the Public Health Team at the Council.

## EQUALITY IMPLICATIONS

35. The Council has given due regard to equalities requirements in its pay provisions. It does comply with equalities legislation, particularly that relating to equal pay. The Council's commitment to eliminate low pay will also have a positive impact on low paid employees who are predominately female.

## CONSULTATION

36. Consultation with appropriate Council officers and trade union representatives on the format and content of the Pay Policy Statement has been undertaken.

This report has significant implications in terms of the following:

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

## BACKGROUND PAPERS

MHCLG Code of Recommended Practice for Local Authorities on Data Transparency  
Hutton Review of Fair Pay in the Public Sector  
Localism Act 2011  
Report to Council 24<sup>th</sup> January 2019 entitled Annual Pay Policy Statement 2019/20

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## **Doncaster Council**

### **Pay Policy Statement**

**1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

#### **Introduction**

Sections 38 – 43 of the Localism Act 2011 require that authorities produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Housing, Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This policy was considered and approved by Full Council at the Council meeting which took place on 23<sup>rd</sup> January 2020.

This policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

It should be noted that the requirements to publish data under the Secretary of State guidance, the Code of Practice and the Regulations do differ. The data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at Annex A to this policy statement. This policy statement does not cover or include school staff and is not required to do so.

#### **Definition of officers covered by the Pay Policy Statement**

This policy statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of:
  - Chief Executive
2. Statutory Chief Officers, which in this authority are the posts of:
  - Director of Learning and Opportunities: Children and Young People
  - Director of Adults Health and Wellbeing
  - Director of Corporate Resources (also acting Section 151 Officer)
  - Assistant Director of Legal and Democratic Services
  - Director of Public Health
3. Non-statutory Chief Officers (those who report directly to the Head of the Paid Service) which in this authority are the posts of:
  - Director of Economy and Environment

- Assistant Director HR and Communications (also reports to Director of Corporate Resources)
  - Assistant Director Policy, Insight and Change (formerly Strategy and Performance) (also reports to Director of Corporate Resources)
  - Assistant Director Strategic Housing
4. Deputy Chief Officers, (those who report directly to a non-statutory or statutory Chief Officer) which in this authority are the posts of:
- Assistant Director Customers, Digital and ICT
  - Assistant Director Finance
  - Assistant Director Locality and Early Intervention
  - Assistant Director Education, Skills and Culture
  - Assistant Director Adults Social Care
  - Assistant Director Communities
  - Assistant Director Economy and Development
  - Assistant Director Environment
  - Assistant Director Localities Delivery Model Project (temporary)
  - Head of Litigation and Regulatory Services and Deputy Monitoring Officer \*
  - Head of Procurement\*
  - Head of Contracts, Property and Transformation\*
  - Public Health Consultant\*
  - Public Health Principal\*

\* These posts are included in this list for transparency as they report to a statutory chief officer, but are not chief officers.

### **Policy on remunerating Chief Officers**

The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at Annex B. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

### **Policy on publishing salaries**

The authority is required to publish Chief Officer salaries on an annual basis as part of the Statement of Accounts which are available on the Council's website ([www.doncaster.gov.uk](http://www.doncaster.gov.uk)).

The authority is also required to disclose details of salaries over £50,000 and publish the name and job title of any officer whose salary exceeds £150,000 (Annex A).

## **Policy on remunerating the lowest paid in the workforce**

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions. These are then incorporated into contracts of employment. The lowest pay point in this authority is a spot point annual salary of £17,364 and can be expressed as an hourly rate of pay of £9.00.

Note that details of a national pay award from April 2020 have not yet been negotiated and concluded, so salary levels from 2019 have been used in all calculations in this statement.

This pay point and salary was originally determined by the authority as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1 April 2009 and had been applied since that date. The pay rate was increased in accordance with any pay settlements which were reached through the National Joint Council for Local Government Services. With effect from 1 April 2016, this pay point was re-determined by the authority as a spot salary pay point.

## **Policy on the relationship between Chief Officer remuneration and that of other staff**

The highest paid employee salary in this authority is £164,238 which is paid to the Chief Executive.

The ratio between the highest and lowest salaries is 9.46:1

The average mean salary in this authority (not including schools) is £26,492

The median salary in this authority (not including schools) is £19,937

The mean pay multiple is 6.20:1

The median pay multiple is 8.24:1

The Hutton Review considered that the pay multiples should be no greater than 20:1 and the Council falls well below this threshold.

This authority has a clear commitment to maintain or improve pay multiples as it is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any

local or national collective agreements, or authority decisions regarding pay. The authority continues to take local positive action to address low pay.

### **Policy on other aspects of Chief Officer remuneration**

Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency, re-employment when in receipt of an LGPS pension or a redundancy/severance payment and pension legislation. These matters are addressed in the schedule attached to this policy statement at Annex C.

Annex C also outlines conditions for re-employment of staff (not just Chief Officers).

### **Approval of Salary Packages in excess of £100k**

The salary structure for Chief Officers from 1<sup>st</sup> April 2020 is as follows:

Grade and Posts	Spinal Column Point	Salary* 2020/21
CO3 Assistant Directors	7	£92,884
CO1 Directors	10	£123,682
CE1 Chief Executive	1	£164,238

\* National Pay Award pending

New Chief Officers will be appointed onto the grade and spot spinal column point that is appropriate to the post. Any new Chief Officer posts that are intended to be graded outside the range of this grading structure will be presented to Full Council for approval.

### **Flexibility to address recruitment issues for vacant posts**

In the vast majority of circumstances the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This policy statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each

case and will be approved through an appropriate authority decision making route.

### **Amendments to the policy**

It is anticipated that this policy may need to be amended during the period it covers (1 April 2020 – 31 March 2021) should a national pay award be agreed. Any amendments will be included in the following year's statement presented to Full Council.

### **Policy for future years**

This policy statement will be reviewed each year and will be presented to Full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

<p><b>Original Approved:</b> <b>First Edition Adopted:</b> 01 April 2012 <b>This Edition:</b> 01 April 2020</p>
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## **Annex A - Publication of Information**

The Department for Housing, Communities and Local Government Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

### Organisation chart

Authorities must publish an organisation chart covering the top three management tiers of the organisation and showing the following items of information for each member of staff:-

- Grade
- Job title
- Department and team
- Permanent or temporary
- Work contact details
- Salary in £5000 brackets
- Maximum salary for the grade

In addition, it is recommended by the Code but not required, to publish the following:-

- Charts including all staff whose annual salary exceeds £50,000
- Salary band information for each member of staff included in the charts
- Information about current vacant posts, or signposting of vacancies that are to be advertised in future.

### Senior salaries

In addition to the organisation chart, the Code mandates that authorities publish information about senior salaries. The Accounts and Audit Regulations 2015 already require local authorities to publish the following information about staff whose annual remuneration is at least £50,000:-

- The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- Details of remuneration and job title of certain senior employees whose salary is at least £50,000 (senior employees in this context are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government and Housing Act); and
- Employees whose salaries are £150,000 or more must be identified by name

The Code additionally requires councils to publish:-

- A list of responsibilities of all senior employees whose annual salary was at least £50,000
- Details of bonuses and 'benefits in kind' of all senior employees whose annual salary was at least £50,000

For the above, remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above, pension contributions is to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

### Pay Multiple

The Code states that authorities must publish their pay multiple on their website. The pay multiple is defined as the ratio between the highest paid taxable earnings for the year (including base salary, variable pay, bonuses, allowances and the cash value of any 'benefits in kind') and the median earnings figure of the whole authority's workforce.

Councils are already encouraged under Section 38 of the Localism Act 2011, to produce a Pay Policy Statement which includes their policy on pay dispersion – the relationship between remuneration of chief officers and the remuneration of other staff. In response to the Hutton Review the government committed to ensuring that public sector organisations publish their pay multiples. The Transparency Code therefore makes it mandatory for authorities to publish the data.

## Annex B – Policy on Remunerating Chief Officers 2020/21

Post	Base Salary p.a. to nearest £1k*	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payment	Election Fees	Joint Authority Duties	Severance Arrangements
Chief Executive	£164k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are a normal part of the salary for local elections. Additional payment for other national elections are paid at the nationally agreed rate depending upon the type of election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21.
Director of Learning and Opportunities: Children and Young People	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Director of Adults Health and Wellbeing	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21

Director of Corporate Resources	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Director of Economy and Environment	£124k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Director of Public Health	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses.	The transferred NHS conditions allow the postholder to apply for a national clinical excellence award. A level 3 award of £9,048 was made. This is not paid for by the Council	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance.	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21

Assistant Director Finance	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Legal and Democratic Services	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Human Resources and Communications	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21

Assistant Director of Customers, Digital & ICT	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculating in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Policy, Insight and Change (formerly Strategy and Performance)	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Education, Skills and Culture	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21

Assistant Director Locality and Early Intervention	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex- gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Communities	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex- gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Adult Social Care	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex- gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21

Assistant Director Environment	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Economy and Development	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
Assistant Director Strategic Housing	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21

Assistant Director Localities Delivery Model Project (temporary)	£93k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2020/21
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\* a national pay award has yet to be agreed for 20/21 so the salary figures reflect 2019/20 salary levels

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## Annex C – Other aspects of Chief Officer Remuneration

Aspect of Chief Officer Remuneration	Authority Policy
Recruitment	The post will be advertised and appointed to a salary within the range of the salaries approved for the post in question unless there is good evidence that a successful appointment of a person with the required skills, knowledge, experience, abilities and qualities cannot be made without varying the remuneration package. In such circumstances a variation to the remuneration package is appropriate under the authority's policy and any variation will be approved through the appropriate authority decision making process.
Pay Increases	The authority will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations. The authority will also apply any pay increases that are as a result of authority decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.
Additions To Pay	The authority would not make additional payments beyond those specified in the contract of employment.
Performance Related Pay	The authority does not operate a performance related pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.
Earn-Back (Withholding an element of base pay related to performance)	The authority does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.
Bonuses	The authority does not pay any bonus payments.
Termination Payments	The authority applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. The authority

## Annex C – Other aspects of Chief Officer Remuneration

	<p>also applies the appropriate Pensions regulations when they apply. The authority has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. Any costs that are incurred by the authority regarding senior officers are published in the authority accounts as required under the Accounts and Audit Regulations 2015.</p>
Transparency	<p>The authority meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration.</p>
Re-employment of staff in receipt of an LGPS Pension or a redundancy/severance payment	<p>The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post. However, where any employee (applies to all employees not just Chief Officers) is granted voluntary early retirement (VER) and is therefore in receipt of their pension benefits he/she will not be re-engaged at any time in any paid form of employment with the authority. Where any employee (applies to all employees not just Chief Officers) is granted voluntary redundancy (VR) he/she will not be re-engaged with the authority for a period of 12 months from the date of termination. For the avoidance of doubt this includes any work for the local authority where a payment is received. These criteria do not apply where any employee is made compulsory redundant. The provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payments will be applied in circumstances where it is relevant. Pension Regulations contain provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.</p>
Public Sector Exit Payment and Recovery Regulations 2016	<p>These Regulations covering redundancy and pension exit payments were due to come into force in 2016 but Government Implementation Guidance has been delayed. There will be a need to report back to Full Council on how these regulations will be managed in future once legislation has been approved and implemented.</p>



## Doncaster Council

23<sup>rd</sup> January 2020

To the Mayor and Members of the Council

### Overview and Scrutiny Update – May to December 2019

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Jane Nightingale, Cabinet Member for Customer and Corporate Services	All	No

#### EXECUTIVE SUMMARY

1. This report updates Council on the work of the Overview and Scrutiny Management Committee (OSMC) and the four standing Overview and Scrutiny Panels for the period May to December 2019.

#### EXEMPT REPORT

2. This report is not exempt.

#### RECOMMENDATIONS

3. That the Council note and comment on the work of the OSMC and the four standing Scrutiny Panels for the period May to December 2019.

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

4. Reviewing the activities of Overview and Scrutiny provides an opportunity to demonstrate to the public how the function has contributed to decision-making and the improvement of services.

#### BACKGROUND

5. This report includes a summary of some of the key work undertaken by Overview and Scrutiny during the current municipal year. The activities of OSMC and the standing Panels include; holding decision makers to account, performance review, policy review and development and external scrutiny. Work plans are

agreed early in the municipal year and reviewed at each ordinary OSMC meeting to track progress and ensure they take account of emerging issues and future key decisions.

6. The membership of OSMC includes the Chairs of standing Panels and this seeks to ensure greater co-ordination of Overview and Scrutiny activity. The Committee meets approximately once a month to consider performance, pre-decision scrutiny, in-depth/spotlight reviews undertaken by the Scrutiny Panels and areas of strategic importance. The Committee considers issues that cut across all Panels and Doncaster Growing Together themes.
7. The Overview and Scrutiny Panels are:-
  - **Children and Young People’s Panel (CYP)** – considers issues relating to improved outcomes for Children and Young People including Learning and Opportunities, services provided by Doncaster Children’s Services Trust and other areas undertaken by partners;
  - **Regeneration and Housing (R and H)** – considers issues relating to regeneration, economic development, strategic transport and housing;
  - **Community and Environment (C and E)** – considers neighbourhood issues, street scene and highways, community safety as well as environmental issues; and
  - **Health and Adult Social Care (HASC)** – considers issues that fall within the remit of Public Health Directorate, adult social care and the NHS. The Chair represents the Authority on Regional Health Scrutiny bodies.
8. The Overview and Scrutiny Chairs and Vice Chairs meet regularly with the Mayor and respective Cabinet Members to ensure regular communication on portfolio issues and Overview and Scrutiny work plans.

### **Summary of Overview and Scrutiny activities**

9. This report provides a snapshot of some of the key work undertaken by OSMC and the Panels between May and December 2019 reflecting their alignment with the Doncaster Growing Together (DGT) Themes. The work of some of the Panels cuts across more than one DGT theme. A full account of the work undertaken by OSMC and the Panels is included on the Overview and Scrutiny work plan, which can be accessed through the following link <https://doncaster.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13289> and are detailed in the minutes of meetings, which are available on the Council’s website.

### **Doncaster Living**

10. **Delivery of the Management of Doncaster Markets** – Regeneration and Housing Overview and Scrutiny Members received an update on the progress with the Delivery of the Management of Doncaster Markets. It was recognised

that the new management arrangements would need time to effectively “bed in” although noted that all aspects of the contract were currently running well and a number of development, growth and investment ideas had been put forward to drive further improvement. Key areas considered included the Street Cleaning Contract, maintenance issues, the increasing footfall, wool market occupancy, events undertaken, the proposed temperature and heating system and stall holders Terms and Conditions. Members requested that further consideration be given to reviewing how effectively the market is operating after the busy Christmas period when normal business resumes.

11. **South Yorkshire Fire and Rescue Service – Integrated Risk Management Plan** – Members of the Communities and Environment Overview and Scrutiny received an overview of the South Yorkshire Fire and Rescue (SYFR) Integrated Risk Management Plan (IRMP). The Panel was not supportive of the proposals contained within the Draft IRMP and expressed concerns that the proposed arrangements would be detrimental to communities as well as the safety and the well-being of firefighters. These views echoed concerns raised at the Council meeting on 25<sup>th</sup> July 2019. OSMC’s response was sent to the South Yorkshire Fire and Rescue Authority who provided assurances that all responses to the consultation, including through scrutiny processes would be considered in the final decision.
12. **Housing Needs Study**– Members received an overview of the Housing Need Study for Doncaster, which provided evidence to help shape Doncaster’s future planning and housing policies. The discussion focused on areas such as empty properties and older people’s housing. Members commented that the data supported their own knowledge around the housing needs of the wards they represented. Concern was raised about the how the issues raised within the study would be addressed and what would be the Council’s role in driving this forward. It was acknowledged that the information was a starting point to help inform decisions and the market about future provision and informing the Local Plan. The Panel will keep a watching brief over this issue and consider further as the implications and actions arising from the Housing Needs survey are developed.

### **Doncaster Caring**

13. There is a strong focus on the Caring theme through the work undertaken by OSMC, the Health and Adult Social Care and Children and Young People Overview and Scrutiny Panels, some of the key areas considered included:
14. **Youth Justice Plan** – there is a statutory requirement to approve and submit the report to the Youth Justice Board of England and Wales annually. The discussion covered a wide range of areas and recommendations were made around further work being undertaken to understand the current position in relation to early identification of speech and language issues across the Borough and that the Youth Offending Team continue to identify and reviews best practice across other Local Authorities. The Committee supported the report and the excellent progress made in a number of areas including reducing the number of First Time Entrants (FTE’s) in the Youth Justice System. The report submitted to Council

seeking approval of the Plan, detailed the key outcomes from the Committee's consideration.

15. **Doncaster Safeguarding Children Partnership Annual Report (DSCP) 2018-2019** – Dr John Woodhouse, Independent Convenor of the DSCP presented the Annual Report 2018-2019 to the Children and Young People Overview and Scrutiny Panel to provide Members with an opportunity to consider the effectiveness of safeguarding arrangements for children and young people in Doncaster. Specific issues considered as part of this scrutiny included:

- Obesity levels in Doncaster
- Child criminal exploitation
- Use of digital technology in safeguarding children
- Waiting times for completion of an assessment

In respect of workforce development, concern was raised about the lack of take-up at training events and a recommendation was made to the Independent Convenor to review the partnerships approach to training and seek reassurances around training opportunities offered outside of the partnership.

16. **Care Quality Commission (CQC)** – The Panel considered CQC ratings of Doncaster's care providers' performance as well as the local authority's area data profile for older people. The report also highlighted areas that included inadequate service provision, domiciliary care and salaries and caring as a career choice. The Panel asked for a review to be undertaken as to whether providers could further promote health and social care careers (with the opportunity to undertake voluntary and paid sessional work through 6th Form education establishments) and to report back at a future meeting of the Panel. It was recognised that there was a need to expose care work to younger people through schools as early as is practicable.

17. **Your Life Doncaster Transformation** - The Health and Adults Social Care Panel considered an update relating to the Your Life Doncaster Transformation Programme, which has been running since late 2016. The Panel received information on the following areas that ensured the people of Doncaster were safe within their environment and receiving the support they need:

- The revised programme scope;
- Impact of the programme review;
- Achievements to date; and
- Benefits to the people of Doncaster.

The Panel recommended there be an investigation as to whether a more generic advertising culture across South Yorkshire could be undertaken to ensure a greater opportunity for partnership collaboration. It was reported that a range of opportunities would be explored to identify avenues to progress this.

18. **Suicide Prevention** – The Panel was provided with an update on the latest local data release for suicides, and an overview of how non-recurrent funds from South Yorkshire and Bassetlaw Integrated Care System (SYB ICS) are being

spent. Members were provided with information on;

- 2016 – 2018 Data Release (Males/Persons/Females)
- Patterns and Trends
- Wave 1 Funding, local Doncaster Delivery/South Yorkshire and Bassetlaw

There was a discussion held and the following issues were raised; community facilities, Samaritans, budget and the Public Health Grant. This area has formed part of the Panel's monitoring role in recent years.

19. **Autism and Learning Disability Strategy** – The Panel considered Doncaster's first All Age Joint Strategy for people with learning disabilities and people with autism. Members met with users of the service and officers as part of the evidence gathering work. There were a number of challenges and experiences shared with Members during discussions. As a result, a number of observations and recommendations were made to the Executive, which were all accepted and these included;

- The emphasis upon social and economic opportunities for autistic people, and people with learning disabilities.
- That services and support are as clear and accessible as possible.
- That the strategy is monitored.

20. **Local Solutions Model** – Children and Young People Overview and Scrutiny Members received a report outlining the prototype for a Local Solutions Model for accessing Early Help in the Community. The Panel was interested to hear about the prototype and discussed areas that included staff resources and skills, timescale for rolling out the prototype and what was already in place and identifying what was needed to drive it forward;

The Panel informed the Executive that it supported the following aspirations to drive this approach forward:

- Those Councillors, officers and partners, champion the new approach in their organisation and across the system.
- That decisions are delegated about where and what next, to the strategic group of multi-agency partners who are key drivers for the project.
- That efforts are taken to ensure that the approach links into other transformation agendas which are working to achieve the same outcomes
- That each leader support the release of staff to enable this to happen and evaluate who can help to drive it forward.

21. **Social Isolation and Loneliness Alliance Update** – The Panel received updates on the Third Sector Social Isolation and Loneliness Partnership Alliance. Concerns were raised around ensuring that resources were appropriately targeted, that the impact of social inclusion be measured and strategies are in place to support the sustainability of the Alliance when funding ceases in 3 years' time. Consideration was also given to identifying those who would benefit most from the Alliance and ensuring that they can easily access it. It was also

recommended that consideration be given to reviewing the Terms of Reference of the Alliance to make sure that it is delivery based and includes a clear focus on the demographics and areas to be targeted. At a later update, following the establishment of the Social Isolation and Loneliness Agreement, the Panel received an outline of how social isolation would be addressed through the Partnership Alliance. It was acknowledged that the contract was in its very early stages, therefore delivery proposals were addressed with the Panel requesting an update on contract performance being presented to a future scrutiny meeting.

22. **Homelessness and Rough Sleeping Strategy 2019-2024** - It was explained that this strategy sets out the strategic ambition for how services and the wider system can prevent homelessness and rough sleeping in the Borough. The Panel expressed its support for the strategy and as part of the debate raised issues around support to prisoners following release, the impact of universal credit, dispersed provision, prevention and engaging with wider groups (such as those organisations that aimed to support ex-employees within particular service industries akin to Doncaster's industrial heritage). The Panel will next consider the draft annual action plan, detailing the specific resources allocated to achieve the strategic ambition within the strategy early 2020.
23. **Hidden Harm** – The Health and Adult Social Care Panel was provided with an outline of the experience of children and young people living with, and impacted by, parental problem alcohol and other drug use (which has come to be known as 'Hidden Harm'). A number of recommendations were proposed, including raising awareness of support projects such as Aspire and Project 3 and assistance with signposting. It was also requested that Early Years Education establishments be provided with information on Doncaster's current position and the potential impact of hidden harm, to ensure all teaching providers in this field were aware of Doncaster's position, providing a local perspective to academic training and to raise the Hidden Harm profile through the Well North project.
24. **Childhood Obesity and Oral Health in 0-5 Year Olds** – The Health and Adult Social Care Overview and Scrutiny Panel considered a range of information about childhood obesity and tooth decay in children, which both pose significant public health challenges. It was recognised that prevention was key to combatting poor oral health and therefore a number of recommendations were made, these included;
  - To write to NHS England asking them to review the cost of tooth extraction in young children compared to the cost of providing better preventative initiatives in dental practices; and
  - To encourage schools in collaboration with Public Health, to provide oral hygiene public information on the large TV Screens in schools and through an annual school texting service.

NHS England have since provided a response explaining the current position on tooth extractions (for children aged 0-19 who live in the Doncaster area) and what was being undertaken in terms of prevention.

Regarding encouraging schools to collaborate more with Public Health, it was responded that the Panel's recommendation supported one made by the Children and Families Executive Board. It was explained that steps were being undertaken with Public Health and the Junior Civic Mayor to develop an oral health promotion campaign.

25. **Winter Strategy** - The Panel was provided with a presentation from the Chief Executive of Doncaster NHS Clinical Commissioning Group and the Chief Operating Officer of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust. The information focused on the Winter Planning Context and Approach to Winter Planning/Managing Winter. It was reported that there was a well-established system in Doncaster through joint planning undertaken across health and social care involving partners from both the public and private sector. The following issues were raised during consideration; water born viruses arising from the recent floods within Doncaster, chaperoning people who were elderly or with dementia (needing support) and the use of technology. The Panel agreed to consider the use of technology in health and social care as part of its future workplan.
26. **Update from Doncaster and Bassetlaw Teaching Hospitals** - The Health and Adult Social Care Overview and Scrutiny Panel was provided with a presentation from the Chief Executive of Doncaster Royal Infirmary on a range of strategic issues that included future aspirations, challenges and impacts. Members raised a number of issues that included Care Quality Commission inspections, estate, workforce, performance, never events, prevention, and prisoners attending accident and emergency, smoking cessation. It was recommended that as part of the Health and Adult Social Care Overview and Scrutiny Panel Workplan 2020/21 that there be a future update on Doncaster Royal Infirmary with a focus on Accident and Emergency, Nurses and education.
27. **Future Placement Strategy** - The Children and Young People Overview and Scrutiny Panel supported the proposals outlined in the Future Placement Strategy. There was a discussion held around the strategy, its proposals, location of children's homes, fostering placements, 'staying put' and children with disabilities.

### **Doncaster Learning**

28. **Consultation on the Education and Skills Strategy 2030** - The document detailed the vision for the future Education and Skills System, the characteristics that such a system would exhibit and the priority areas for action in order to realise that vision. A discussion took place around the following areas; celebrating achievements, job opportunities, career pathways, work experience, environmental issues, social value, transport and future steps. Members of the Children and Young People Panel requested an update in March 2020 following consultation of the strategy.
29. **Inclusion Programme Overview (including Elective Home Education), Inclusion and Attendance and Special Education Needs (SEN)** - A discussion took place around; Increasing Movement in Elective Home Education, Monitoring

Standards of Elective Home Education, Reasons for Elective Home Education, and links to other Strategies. The Chair commented that there had been some excellent work undertaken and requested that the Panel continue to monitor the issues as part of its work plan.

30. **Education Attainment and Skills in Doncaster** - Members of the Children and Young People Overview and Scrutiny Panel received its annual provisional data following SATS, GCSE's and 'A' Levels with further information due for consideration later in the year. This provided an early opportunity to analyse and consider the improvements made by schools in the Borough. The report focussed specifically on achievements for vulnerable and disadvantaged groups, and included those children in receipt of Pupil Premiums.

### **Connected Council**

31. **Corporate Health** - OSMC continues to review quarterly performance and financial management of the Council, St Leger Homes of Doncaster and Doncaster Children's Services Trust to identify the extent to which the Council and its key partners are operating within resources and delivering value for money. This is a key role for the Committee, supports the Council's performance monitoring arrangements and helps identify future work plan issues. In particular the Committee has focused on areas of overspend and underperformance seeking clarity on why this has occurred, the actions in place to address the issues and when improvements will be made. The Committee had also been able to consider how key partners such as Doncaster Children's Services Trust and St Leger Homes Doncaster work together to address cross cutting issues such as how the home environment contributes to encouraging attendance at school. The Committee has also sought assurances that changes to service delivery ensure that the most vulnerable residents in the Borough are being supported.
32. **Annual Complaints and Compliments Report** - this is an important document for raising awareness of the types and volumes of complaints, identifying trends, communicating lessons learned and service improvements and has provided Members with an understanding of customer perceptions of Council services.
33. **Policy Framework** - A number of Statutory Plans are considered by Scrutiny prior to their adoption. This provides an opportunity for Scrutiny Members to feed in any views and comments prior to the decision being taken. These plans cut across the Doncaster Growing Together themes and during the reporting period the following plans and strategies have been considered; the All Age Autism and Learning Disability Strategy, Future Placement Strategy, Education and Skills Strategy 2030, Send and Inclusion/Attendance Strategy and Youth Justice Plan.
34. **Brexit** – This Scrutiny led session was held to keep all Members informed of the possible impact of leaving the EU, particularly leaving the EU without a deal. This issue crosscuts all themes and a detailed presentation instigated a focused discussion on, the economy, business confidence, the Council as well as other more general issues. The Committee will receive a further update on this issue in 2020.

35. **2019 Joint Strategic Needs Assessment (JNSA)** – The Health and Adult Social Care Overview and Scrutiny Panel was presented with an assessment of the health, wellbeing and social care needs of Doncaster and its communities. The report highlighted areas of work delivered and those that were to be addressed over the forthcoming year, with the findings being reported within the Annual State of the Health report. The Panel made a number of recommendations which included the following;

- a) That consideration be given to data being sought from the immediate areas around schools, relating to the physical environment, with a view to it being shared with partners and ultimately the Department of Health.
- b) That the Executive investigate the possibilities of developing an Information Sharing Agreement similar to that established in other authorities within the region.
- c) That the Executive consider if the data and supporting information gathered through the JNSA be shared with schools, particularly in relation to Lesbian, Gay, Bisexual, Transgender or Questioning (LGBTQ) bullying and childhood obesity.

The Panel recommendations were accepted and assurances were provided that work was already underway to implement these.

36. **Medium-Term Financial Strategy (MTFS) for 2020/21 to 2022/23** - Members noted that a number of budget proposals had been provided at an early stage to ensure necessary consultation and consideration could take place. The Committee recognised that there was a level of uncertainty going forward with the proposals in terms of grants and funding streams, the Spending Round announcement, and the outcomes of the Doncaster Talks consultation (undertaken as part of the Doncaster Growing Together refresh). During its consideration, some of the issues raised as part of the discussion included effectively addressing increased demand for Adult Social Care through the effective commissioning of services. It was recommended that the outcomes of extensive consultation exercises around these issues be brought back to OSMC at a future date.

37. **Supporting Empowered, Engaged Communities, with Devolved Locality Budgets for Councillors** - The Overview and Scrutiny Management Committee is currently undertaking a review to consider how a model of local decision making at ward level could work in Doncaster. This would give local Members an additional resource to help encourage grass roots engagement from the community to address local issues. OSMC has held a number of workshops with Elected Members to seek their views on how this arrangement could effectively work and how they saw their role in taking this forward. In addition, the Committee has considered best practice arrangements for devolved local decision-making and received evidence, information and feedback from officers, Members and other local authorities. The Committee is still shaping its recommendations in light of the evidence and information it has received and will shortly be forwarding these to the Executive.

## **OPTIONS CONSIDERED**

38. There are no specific options to consider within this report as it provides Council an opportunity to review the activities undertaken by Overview and Scrutiny over the period May to December 2019.

## **REASONS FOR RECOMMENDED OPTION**

39. Overview and Scrutiny Procedure Rule 23 b) requires the Chair of OSMC to take a half yearly update report to Full Council to provide an overview of the work being undertaken by Overview and Scrutiny.

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

40. The Overview and Scrutiny function has the potential to impact upon all of the Council's key objectives by holding decision makers to account, reviewing performance and policy development through robust recommendations, monitoring performance of the Council and external partners, services and reviewing issues outside the remit of the Council that have an impact on the residents of the Borough.

## **RISKS AND ASSUMPTIONS**

41. To maximise the effectiveness of the Overview and Scrutiny function it is important that the work plan is manageable. Failure to achieve this can reduce the overall impact of the function. National research has identified that over ambitious work plans that include too many items are a common cause of frustration for Scrutiny Members as they fail to achieve any outcomes. The Overview and Scrutiny work plan will continue to be reviewed at each ordinary meeting of OSMC and officers will advise on the capacity available to undertake any additional work.

## **LEGAL IMPLICATIONS [NC Date: 9.1.20]**

42. There are no specific legal implications relating to this report.
43. In accordance with Overview and Scrutiny Procedure Rule 23 b the Chair of the Overview and Scrutiny Management Committee will take a half yearly update report to Full Council, to provide an overview of the work being undertaken by Overview and Scrutiny and progress against any priorities set out in the Annual Report.

## **FINANCIAL IMPLICATIONS (VJB Date: 10.12.19)**

44. There are no specific financial implications attached to this report.

## **HUMAN RESOURCES (KG Date: 11.12.2019)**

45. There are no specific HR implications arising from the contents of this report.

## **TECHNOLOGY IMPLICATIONS (PW Date: 10.12.19)**

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

## **HEALTH IMPLICATIONS (RS Date: 10.12.19)**

47. All areas of the committee's work plan can impact on health and it is important that the health implications of each item are considered separately given that 20% of what contributes to health is from clinical care, 30% from healthy behaviours, 40% from socio-economic factors and 10% from the built environment. Within its programme of work, Overview and Scrutiny will need to ensure it is also able to review how the Council and partners addresses health inequalities within its policies and programmes and ensure that these do not widen inequalities.

## **EQUALITY IMPLICATIONS (CR Date: 20.12.19)**

48. This report provides an overview on the work programme undertaken by Overview and Scrutiny and there are no significant equality implications associated with the report. Within its programme of work Overview and Scrutiny gives due consideration to the extent to which the Council has complied with its Public Equality Duty and given due regard to the need to eliminate discrimination, promote equality of opportunity and foster good relations between different communities.

## **CONSULTATION**

49. The Chairs of OSMC and Scrutiny Panels have been consulted in respect of feedback on the progress against work plans.

## **BACKGROUND PAPERS**

50. Overview and Scrutiny Work Plan 2018/19 and minutes of Overview and Scrutiny meetings.

## **GLOSSARY OF ACRONYMS AND ABBREVIATIONS**

CQC – Care Quality Commission

DSCP – Doncaster Safeguarding Children's Partnership

JNSA – Joint Needs Strategic Assessment

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## Doncaster Council

### Report

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23rd January, 2020

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

**PROPOSED DIARY OF MEETINGS – 2020/22**

#### **EXECUTIVE SUMMARY**

1. The purpose of this report is to present to Council for comment, a provisional Diary of Meetings for the 2020/21 and 2021/22 Municipal Years, attached at Appendix A.

#### **RECOMMENDATION**

2. Council is asked to:-
  - (i) consider the proposed Diary of Meetings for the 2021/22 Municipal Year, attached at Appendix A;
  - (ii) note the Diary of Meetings for the 2020/21 Municipal Year, attached at Appendix A; and
  - (iii) note that the final version of the Diary of Meetings will be presented to the Annual Meeting of Council in May 2020 for approval.

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

3. Approving an advanced calendar of meetings encompassing two Municipal Years from May 2020 to May 2022, 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, Cabinet and its Committees.

#### **BACKGROUND**

4. At its Annual Meeting in May, the Council determines a programme of meetings for Council, its Committees and Sub-Committees. Prior to submitting a report on this issue to the Annual Meeting, Members receive a report, usually in January each year, outlining a proposed timetable of meetings for comment in order that provisional room bookings can be made to hold these meetings.

5. Whilst recognising that Committee membership may change from year to year at the Annual Council Meeting, agreeing Council dates over a longer period provides Members and Officers with advanced notification of meetings and other key dates. This is particularly helpful for Members who may have to organise their time due to other commitments e.g. work, caring, voluntary, family or other commitments.
6. The proposed programme of meetings covers a two year period and encompasses the 2020/21 and 2021/22 Municipal Years. However, there will be an opportunity to review the meeting dates for the period 2021/22, once these have been agreed, as Council will be asked to agree a diary of meetings for the period 2021/22 to 2022/23, in May 2021. This will enable Council to make any adjustments, if required.

### **PROPOSED DIARY OF MEETINGS - OVERVIEW**

7. During peak holiday periods in late July and August, and over the Christmas period, meetings have been kept to a minimum.
8. The frequency of meetings of Full Council, Cabinet and Statutory, Regulatory or Quasi-Judicial Committees and Sub-Committees, have remained unchanged from last year's cycle.
9. The scheduling of meetings for the Overview and Scrutiny function reflects the structure approved at Council on 30th January, 2014. Monthly meetings for Overview and Scrutiny Management Committee and bi-monthly meetings for the Health and Adult Social Care, and Children and Young People's Overview and Scrutiny Panels, have been scheduled. These meetings will be cancelled if they are not required. Other Panel's work programmes are undertaken through review meetings arranged as required.

#### ***Cabinet Meetings***

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

#### ***Meetings of Full Council***

11. The frequency of Council meetings has been retained at six meetings in each Municipal Year. Evening meetings starting at 6.00 pm, will be held in the months of July and September. With the exception of the Annual Council Meetings starting at 11.00 am in May each year, all remaining scheduled meetings will start at 2.00 pm. In order to comply with statutory requirements for agreeing the Council Budget and setting the Council Tax, it is proposed to hold a meeting of Council in March each Municipal Year.

#### ***Health and Wellbeing Board***

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

### ***The E-Diary***

13. 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 Doncaster Council perspective.

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

14. Members are requested to either approve or amend the proposed Diary of Meetings.

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

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

### **RISKS AND ASSUMPTIONS**

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

### **LEGAL IMPLICATIONS [Officer Initials NC Date 12/12/19]**

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

### **FINANCIAL IMPLICATIONS [Officer Initials VB Date 12/12/19]**

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

### **HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 12/12/19]**

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

### **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 12/12/19]**

20. There are no technology implications in relation to this report. Governance & Members Services maintain the diary of meetings electronically in the Modern.Gov system that is accessible via the Council's website.

### **HEALTH IMPLICATIONS [Officer Initials RS Date 12/12/19]**

21. 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 10/12/19]**

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

## **CONSULTATION**

23. 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 2020/21 and 2021/22 Municipal Years, prior to formal adoption at the Annual Meeting of Council in May 2020.

## **REPORT AUTHORs AND CONTRIBUTORS**

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## **BACKGROUND PAPERS**

None

**Scott Fawcus**  
**Assistant Director, Legal and Democratic Services**

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(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>		5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		<b>BANK HOLIDAY</b>
	5th May, 2020	12th May, 2020	19th May, 2020	26th May, 2020
<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
	6th May, 2020	13th May, 2020	20th May, 2020	27th May, 2020
<b>W E D N E S D A Y</b>		4.00 pm Corporate Parenting Board		
	7th May, 2020	14th May, 2020	21st May, 2020	28th May, 2020
<b>T H U R S D A Y</b>	<b>POLICE &amp; CRIME COMMISSIONER ELECTION</b>	5.00 pm Deadline for Questions & Statements for Cabinet	10.00am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	5.00 pm Deadline for Questions & Statements for Cabinet
	1st May, 2020	8th May, 2020	15th May, 2020	22nd May, 2020
<b>F R I D A Y</b>		<b>BANK HOLIDAY</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 Site Visits
	29th May, 2020	5th June, 2020	12th June, 2020	19th June, 2020

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### Schedule of Meetings 1st May, 2020 to 31st May, 2022

(Shaded area denotes School Holidays)

	1st June, 2020	8th June, 2020	15th June, 2020	22nd June, 2020	29th June, 2020
M O N D A Y					
	2nd June, 2020	9th June, 2020	16th June, 2020	23rd June, 2020	30th June, 2020
T U E S D A Y	10.00 am Cabinet	10.00 am Children & Young People Overview & Scrutiny Panel (Work Planning)	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet  12 Noon Deadline for Questions & Motions to Council
	3rd June, 2020	10th June, 2020	17th June, 2020	24th June, 2020	
W E D N E S D A Y	1.30 pm Communities & Environment Overview & Scrutiny Panel (Work Planning)	10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Audit Committee		
	4th June, 2020	11th June, 2020	18th June, 2020	25th June, 2020	
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee (Work Planning)	9.00 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  4.30 pm Standing Advisory Council for Religious Education  5.00 pm Deadline for Questions & Statements for Cabinet	
	5th June, 2020	12th June, 2020	19th June, 2020	26th June, 2020	
F R I D A Y			9.30 am Planning Committee Site Visits		

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	6th July, 2020	13th July, 2020	20th July, 2020	27th July, 2020
<b>M O N D A Y</b>	5.30 Labour Group Meeting			
	7th July, 2020	14th July, 2020	21st July, 2020	28th July, 2020
<b>T U E S D A Y</b>	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet
	1st July, 2020	8th July, 2020	15th July, 2020	22nd July, 2020
<b>W E D N E S D A Y</b>	1.30 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board		10.00 am Communities & Environment Overview & Scrutiny Panel
	2nd July, 2020	9th July, 2020	16th July, 2020	23rd July, 2020
<b>T H U R S D A Y</b>	10.00 am Health & Adult Social Care Overview & Scrutiny Panel	5.00 pm Deadline for Questions & Statements for Cabinet 5.00 pm Group Meetings 6.00 pm COUNCIL	10.00 am Overview & Scrutiny Management Committee	10.00 am Audit Committee 4.30 pm Children & Young People Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet
	3rd July, 2020	10th July, 2020	17th July, 2020	24th July, 2020
<b>F R I D A Y</b>		9.30 am Planning Committee Site Visits		

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	3rd August, 2020	10th August, 2020	17th August, 2020	24th August, 2020	31st August, 2020
<b>M O N D A Y</b>					<b>BANK HOLIDAY</b>
	4th August, 2020	11th August, 2020	18th August, 2020	25th August, 2019	
<b>T U E S D A Y</b>		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee		
	5th August, 2020	12th August, 2020	19th August, 2020	26th August, 2020	
<b>W E D N E S D A Y</b>				5.00 pm Deadline for Questions & Statements for Cabinet	
	6th August, 2020	13th August, 2020	20th August, 2020	27th August, 2020	
<b>T H U R S D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet				
	7th August, 2020	14th August, 2020	21st August, 2020	28th August, 2020	
<b>F R I D A Y</b>		9.30 Planning Committee Site Visits			

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

		7th September, 2020	14th September, 2020	21st September, 2020	28th September, 2020
M O N D A Y			9.30 am Planning Committee Site Visits	5.30 pm Labour Group Meeting	
	1st September, 2020	8th September, 2020	15th September, 2020	22nd September, 2020	29th September, 2020
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 Deadline for Questions & Motions to Council  12 Noon Planning Training  2.00 pm Planning Committee		10.00 am Cabinet
	2nd September, 2020	9th September, 2020	16th September, 2020	23rd September, 2020	30th September, 2020
W E D N E S D A Y		4.00 pm Corporate Parenting Board			
	3rd September, 2020	10th September, 2020	17th September, 2020	24th September, 2020	
T H U R S D A Y	9.00 am Health & Wellbeing Board	10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee  4.30 pm Children & Young People Overview & Scrutiny Panel	5.00 pm Deadline for Questions & Statements for Cabinet  5.00 pm Group Meetings  6.00 pm COUNCIL	
	4th September, 2020	11th September, 2020	18th September, 2020	25th September, 2020	
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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

		5th October, 2020	12th October, 2020	19th October, 2020	26th October, 2020
M O N D A Y					
		6th October, 2020	13th October, 2020	20th October, 2020	27th October, 2020
T U E S D A Y		10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee		
		7th October, 2020	14th October, 2020	21st October, 2020	28th October, 2020
W E D N E S D A Y			10.00 am Regeneration & Housing Overview & Scrutiny Panel		
	1st October, 2020	8th October, 2020	15th October, 2020	22nd October, 2020	29th October, 2020
T H U R S D A Y	10.00 am Health & Adult Social Care Overview & Scrutiny Panel	10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet		10.00 am Audit Committee	5.00 pm Deadline for Questions & Statements for Cabinet
	2nd October, 2020	9th October, 2020	16th October, 2020	23rd October, 2020	30th October, 2020
F R I D A Y		9.30 am Planning Committee Site Visits			

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### Schedule of Meetings 1st May, 2020 to 31st May, 2022

(Shaded area denotes School Holidays)

	2nd November, 2020	9th November, 2020	16th November, 2020	23rd November, 2020	30th November, 2020
M O N D A Y			5.30 pm Labour Group Meeting		
	3rd November, 2020	10th November, 2020	17th November, 2020	24th November, 2020	
T U E S D A Y	10.00 am Cabinet	12 Noon Deadline for Questions & Motions to Council  12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections & Democratic Structures Committee	
	4th November, 2020	11th November, 2020	18th November, 2020	25th November, 2020	
W E D N E S D A Y			1.30 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board	
	5th November, 2020	12th November, 2020	19th November, 2020	26th November, 2020	
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	9.00 am Health & Wellbeing Board  4.30 pm Standing Advisory Council for Religious Education  5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings  2.00 pm COUNCIL	10.00 am Health & Adult Social Care Overview & Scrutiny Panel  5.00 pm Deadline for Questions & Statements for Cabinet	
	6th November, 2020	13th November, 2020	20th November, 2020	27th November, 2020	
F R I D A Y	9.30 am Planning Committee Site Visits				

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	7th December, 2020	14th December, 2020	21st December, 2020	28th December, 2019
<b>M O N D A Y</b>				<b>BANK HOLIDAY</b>
	1st December, 2020	8th December, 2020	15th December, 2020	22nd December, 2020
<b>T U E S D A Y</b>	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	
	2nd December, 2020	9th December, 2020	16th December, 2020	23rd December, 2020
<b>W E D N E S D A Y</b>				
	3rd December, 2020	10th December, 2020	17th December, 2020	24th December, 2020
<b>T H U R S D A Y</b>	10.00 am Overview & Scrutiny Management Committee	10.00 am Licensing Committee 4.30pm Children & Young People Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet		
	4th December, 2020	11th December, 2020	18th December, 2020	25th December, 2020
<b>F R I D A Y</b>	9.30 am Planning Committee Site Visits			<b>BANK HOLIDAY</b>

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	4th January, 2021	11th January, 2021	18th January, 2021	25th January, 2021
M O N D A Y	9.30 am Planning Committee Visits		5.30 pm Labour Group Meeting	
	5th January, 2021	12th January, 2021	19th January, 2021	26th January, 2021
T U E S D A Y	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
	6th January, 2021	13th January, 2021	20th January, 2021	27th January, 2021
W E D N E S D A Y		4.00 pm Corporate Parenting Board	10.00 am Overview & Scrutiny Management Committee	10.00 am Audit Committee
	7th January, 2021	14th January, 2021	21st January, 2021	28th January, 2021
T H U R S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet	9.00 am Health & Wellbeing Board	1.00pm Group Meetings 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Health & Adult Social Care Overview & Scrutiny Panel
	1st January, 2021	8th January, 2021	15th January, 2021	22nd January, 2021
F R I D A Y	<b>BANK HOLIDAY</b>			9.30 am Planning Committee Site Visits

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	1st February, 2021	8th February, 2021	15th February, 2021	22nd February, 2021
M O N D A Y				
	2nd February, 2021	9th February, 2021	16th February, 2021	23rd February, 2021
T U E S D A Y	10.00 am Elections and 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  12 Noon Deadline for Questions & Motions to Council
	3rd February, 2021	10th February, 2021	17th February, 2021	24th February, 2021
W E D N E S D A Y		10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel		
	4th February, 2021	11th February, 2021	18th February, 2021	25th February, 2021
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee  5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee  4.30 pm Standing Advisory Council for Religious Education
	5th February, 2021	12th February, 2021	19th February, 2021	26th February, 2021
F R I D A Y				9.30 am Planning Committee Site Visits

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(Shaded area denotes School Holidays)

	1st March, 2021	8th March, 2021	15th March, 2021	22nd March, 2021	29th March, 2021
M O N D A Y	5.30 pm Labour Group Meeting				
	2nd March, 2021	9th March, 2021	16th March, 2021	23rd March, 2021	30th March, 2021
T U E S D A Y	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 March, 2021	10th March, 2021	17th March, 2021	24th March, 2021	31st March, 2021
W E D N E S D A Y	10.00 am Regeneration & Housing Overview & Scrutiny Panel		4.00 pm Corporate Parenting Board	1.30 pm Parish Councils' Joint Consultative Committee	
	4th March, 2021	11th March, 2021	18th March, 2021	25th March, 2021	
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	9.00 am Health & Wellbeing Board 4.30 pm Children and Young People Overview and Scrutiny Panel	10.00am Licensing Committee 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet		
	5th March, 2021	12th March, 2021	19th March, 2021	26th March, 2021	
F R I D A Y				9.30 am Planning Committee Site Visits	

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	5th April, 2021	12th April, 2021	19th April, 2021	26th April, 2021
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>			
	6th April, 2021	13th April, 2021	20th April, 2021	27th April, 2021
<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
	7th April, 2021	14th April, 2021	21st April, 2021	28th April, 2021
<b>W E D N E S D A Y</b>				
	1st April, 2021	8th April, 2021	15th April, 2021	22nd April, 2021
<b>T H U R S D A Y</b>	10.00 am Overview and Scrutiny management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Audit Committee	5.00 pm Deadline for Questions & Statements for Cabinet
	2nd April, 2021	9th April, 2021	16th April 2021	23rd April, 2021
<b>F R I D A Y</b>	<b>BANK HOLIDAY</b>			9.30 am Planning Committee Site Visits

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	3rd May, 2021	10th May, 2021	17th May, 2021	24th May, 2021	31st May, 2021
<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>
	4th May, 2021	11th May, 2021	18th May, 2021	25th May, 2021	
<b>T U E S D A Y</b>				10.00 am Cabinet	
	5th May, 2021	12th May, 2021	19th May, 2021	26th May, 2021	
<b>W E D N E S D A Y</b>					
	6th May, 2021	13th May, 2021	20th May, 2021	27th May, 2021	
<b>T H U R S D A Y</b>	<b>MAYORAL, BOROUGH &amp; PARISH ELECTIONS</b>		5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	
	7th May, 2021	14th May, 2021	21st May, 2021	28th May, 2021	
<b>F R I D A Y</b>			10.00 am Group Meetings (Mansion House)  11.00 am ANNUAL COUNCIL MEETING - Mansion House (Reconvene @ 2.00 pm, Civic Office)		

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### Schedule of Meetings 1st May, 2020 to 31st May, 2022

(Shaded area denotes School Holidays)

		7th June, 2021	14th June, 2021	21st June, 2021	28th June, 2021
M O N D A Y		10.00 am Communities & Environment Overview & Scrutiny Panel (Work Planning)			
	1st June, 2021	8th June, 2021	15th June, 2021	22nd June, 2021	29th June, 2021
T U E S D A Y		10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Children & Young People Overview & Scrutiny Panel (Work Planning)	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	2nd June, 2021	9th June, 2021	16th June, 2021	23rd June, 2021	30th June, 2021
W E D N E S D A Y		10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning) 4.00 pm Corporate Parenting Board	10.00 am Audit Committee		
	3rd June, 2021	10th June, 2021	17th June, 2021	24th June, 2021	
T H U R S D A Y	10.00 Overview and Scrutiny Management Committee (Work Planning) 5.00 pm Deadline for Questions & Statements for Cabinet	9.00 am Health & Wellbeing Board	10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview and Scrutiny Management Committee	
	4th June, 2021	11th June, 2021	18th June, 2021	25th June, 2021	
F R I D A Y	9.30 am Planning Committee Site Visits			9.30 am Planning Committee Site Visits	

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	5th July, 2021	12th July, 2021	19th July, 2021	26th July, 2021
<b>M O N D A Y</b>		5.30 pm Labour Group Meeting		
	6th July, 2021	13th July, 2021	20th July, 2021	27th July, 2021
<b>T U E S D A Y</b>	10.00 am Cabinet  12 Noon Deadline for Questions & Motions to Council	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet	12 Noon Planning Training  2.00 pm Planning Committee
	7th July, 2021	14th July, 2021	21st July, 2021	28th July, 2021
<b>W E D N E S D A Y</b>	1.30 pm Parish Councils Joint Consultative Committee	4.00 pm Corporate Parenting Board		10.00 am Communities & Environment Overview & Scrutiny Panel
	1st July, 2021	8th July, 2021	15th July, 2021	22nd July, 2021
<b>T H U R S D A Y</b>	10.00 am Health & Adult Social Care Overview & Scrutiny Panel  4.30 pm Standing Advisory Council for Religious Education  5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet  5.00 pm Group Meetings  6.00 pm COUNCIL	10.00 am Audit Committee  4.30 pm Children & Young People Overview & Scrutiny Panel
	2nd July, 2021	9th July, 2021	16th July, 2021	23rd July, 2021
<b>F R I D A Y</b>			9.30 am Planning Committee Site Visits	

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	2nd August, 2021	9th August, 2021	16th August, 2021	23rd August, 2021	30th August, 2021
<b>M O N D A Y</b>					<b>BANK HOLIDAY</b>
	3rd August, 2021	10th August, 2021	17th August, 2021	24th August, 2021	31st August, 2021
<b>T U E S D A Y</b>		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee		
	4th August, 2021	11th August, 2021	18th August, 2021	25th August, 2021	
<b>W E D N E S D A Y</b>				5.00 pm Deadline for Questions & Statements for Cabinet	
	5th August, 2021	12th August, 2021	19th August, 2021	26th August, 2021	
<b>T H U R S D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet				
	6th August, 2021	13th August, 2021	20th August, 2021	27th August, 2021	
<b>F R I D A Y</b>		9.30 am Planning Committee Site Visits			

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**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	6th September, 2021	13th September, 2021	20th September, 2021	27th September, 2021
M O N D A Y		9.30 am Planning Site Visits	5.30 pm Labour Group Meeting	
T U E S D A Y	7th September, 2021	14th September, 2021	21st September, 2021	28th September, 2021
	10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Deadline for Questions & Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	
W E D N E S D A Y	1st September, 2021	8th September, 2021	15th September, 2021	22nd September, 2021
		4.00 pm Corporate Parenting Board		
T H U R S D A Y	2nd September, 2021	9th September, 2021	16th September, 2021	23rd September, 2021
	9.00 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	10.00 am Licensing Committee 4.30 pm Children & Young People Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Group Meetings 6.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	3rd September, 2021	10th September, 2021	17th September, 2021	24th September, 2021

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	4th October, 2021	11th October, 2021	18th October, 2021	25th October, 2021
M O N D A Y				
	5th October, 2021	12th October, 2021	19th October, 2021	26th October, 2021
T U E S D A Y	10.00 am Cabinet  10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Cabinet	
	6th October, 2021	13th October, 2021	20th October, 2021	27th October, 2021
W E D N E S D A Y		10.00 am Regeneration & Housing Overview & Scrutiny Panel		
	7th October, 2021	14th October, 2021	21st October, 2021	28th October, 2021
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 Audit Committee	5.00 pm Deadline for Questions & Statements for Cabinet
	1st October, 2021	8th October, 2021	15th October, 2021	22nd October, 2021
F R I D A Y		9.30 am Planning Committee Site Visits		

## APPENDIX A

### Schedule of Meetings 1st May, 2020 to 31st May, 2022

(Shaded area denotes School Holidays)

	1st November, 2021	8th November, 2021	15th November, 2021	22nd November, 2021	29th November, 2021
M O N D A Y			5.30 pm Labour Group Meeting		
	2nd November, 2021	9th November, 2021	16th November, 2021	23rd November, 2021	30th November, 2021
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 & Democratic Structures Committee	10.00 am Cabinet
	3rd November, 2021	10th November, 2021	17th November, 2021	24th November, 2021	
W E D N E S D A Y			1.30 pm Parish Councils Joint Consultative Committee	4.00 pm Corporate Parenting Board	
	4th November, 2021	11th November, 2021	18th November, 2021	25th November, 2021	
T H U R S D A Y  Page 73	10.00 am Overview & Scrutiny Management Committee	9.00 am Health & Wellbeing Board  4.30 pm Standing Advisory Council for Religious Education  5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings  2.00 pm COUNCIL	10.00 am Health & Adult Social Care Overview & Scrutiny Panel  5.00 pm Deadline for Questions & Statements for Cabinet	
	5th November, 2021	12th November, 2021	19th November, 2021	26th November, 2021	
F R I D A Y	9.30 am Planning Committee Site Visits				

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	6th December, 2021	13th December, 2021	20th December, 2021	27th December, 2021
<b>M O N D A Y</b>				<b>BANK HOLIDAY</b>
	7th December, 2021	14th December, 2021	21st December, 2021	28th December, 2021
<b>T U E S D A Y</b>	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		<b>BANK HOLIDAY</b>
	1st December, 2021	8th December, 2021	15th December, 2021	22nd December, 2021
<b>W E D N E S D A Y</b>				
	2nd December, 2021	9th December, 2021	16th December, 2021	23rd December, 2021
<b>T H U R S D A Y</b>	10.00 am Overview & Scrutiny Management Committee	10.00 am Licensing Committee 4.30 pm Children & Young People Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet		
	3rd December, 2021	10th December, 2021	17th December, 2021	24th December, 2021
<b>F R I D A Y</b>	9.30 am Planning Committee Site Visits			

## APPENDIX A

### Schedule of Meetings 1st May, 2020 to 31st May, 2022

(Shaded area denotes School Holidays)

	3rd January, 2022	10th January, 2022	17th January, 2022	24th January, 2022	31st January, 2022
M O N D A Y	<b>BANK HOLIDAY</b>		5.30 pm Labour Group Meeting		10.00 am Health & Adult Social Care Overview & Scrutiny Panel
T U E S D A Y	4th January, 2022	11th January, 2022	18th January, 2022	25th January, 2022	
		12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet 12 Noon Deadline for Questions & Motions to Council	10.00 am Awards, Grants & Transport Appeals Committee	
W E D N E S D A Y	5th January, 2022	12th January, 2022	19th January, 2022	26th January, 2022	
			4.00 pm Corporate Parenting Board		
T H U R S D A Y	6th January, 2022	13th January, 2022	20th January, 2022	27th January, 2022	
		9.00 am Health & Wellbeing Board  5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Overview & Scrutiny Management Committee 2.00 pm Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	7th January, 2022	14th January, 2022	21st January, 2022	28th January, 2022	
	9.30 am Planning Committee Site Visits			9.30 am Planning Committee Site Visits	

## APPENDIX A

### Schedule of Meetings 1st May, 2020 to 31st May, 2022

(Shaded area denotes School Holidays)

	7th February, 2022	14th February, 2022	21st February, 2022	28th February, 2022
M O N D A Y				5.30 pm Labour Group Meeting
	1st February, 2022	8th February, 2022	15th February, 2022	22nd February, 2022
T U E S D A Y	10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet 10.00 am Awards, Grants & Transport Appeals Committee	12 Noon Deadline for Questions & Motions to Council
	2nd February, 2022	9th February, 2022	16th February, 2022	23rd February, 2022
W E D N E S D A Y		10.00 am Communities & Environment Crime and Disorder Overview & Scrutiny Panel		
	3rd February, 2022	10th February, 2022	17th February, 2022	24th February, 2022
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	4.30 pm Standing Advisory Council for Religious Education	10.00 am Overview and Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet
	4th February, 2022	11th February, 2022	18th February, 2022	25th February, 2022
F R I D A Y			9.30 am Planning Committee Site Visits	

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	7th March, 2022	14th March, 2022	21st March, 2022	28th March, 2022
<b>M O N D A Y</b>				
	1st March, 2022	8th March, 2022	15th March, 2022	22nd March, 2022
<b>T U E S D A Y</b>	10.00 am Cabinet 12 Noon Planning Training 2.00pm Planning Committee		10.00 am Cabinet	10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee
	2nd March, 2022	9th March, 2022	16th March, 2022	23rd March, 2022
<b>W E D N E S D A Y</b>		10.00 am Regeneration & Housing Overview & Scrutiny Panel	4.00 pm Corporate Parenting Board	1.30 pm Parish Councils Joint Consultative Committee
	3rd March, 2022	10th March, 2022	17th March, 2022	24th March, 2022
<b>T H U R S D A Y</b>	1.00 pm Group Meetings 2.00 pm COUNCIL (Budget Setting & Council Tax)	9.00 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee 4.30 pm Children & Young People Overview & Scrutiny Panel	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet
	4th March, 2022	11th March, 2022	18th March, 2022	25th March, 2022
<b>F R I D A Y</b>			9.30 am Planning Committee Site Visits	

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	4th April, 2022	11th April, 2022	18th April, 2022	25th April, 2022
<b>M O N D A Y</b>			<b>BANK HOLIDAY</b>	
	5th April, 2022	12th April, 2022	19th April, 2022	26th April, 2022
<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
	6th April, 2022	13th April, 2022	20th April, 2022	27th April, 2022
<b>W E D N E S D A Y</b>				
	7th April, 2022	14th April, 2022	21st April, 2022	28th April, 2022
<b>T H U R S D A Y</b>	10.00 am Audit Committee  5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	
	1st April, 2022	8th April, 2022	15th April, 2022	22nd April, 2022
<b>F R I D A Y</b>			<b>BANK HOLIDAY</b>	9.30 am Planning Committee Site Visits

**Schedule of Meetings 1st May, 2020 to 31st May, 2022**

(Shaded area denotes School Holidays)

	2nd May, 2022	9th May, 2022	16th May, 2022	23rd May, 2022	30th May, 2022
<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>
	3rd May, 2022	10th May, 2022	17th May, 2022	24th May, 2022	31st May, 2022
<b>T U E S D A Y</b>					
	4th May, 2022	11th May, 2022	18th May, 2022	25th May, 2022	
<b>W E D N E S D A Y</b>				4.00 pm Corporate Parenting Board	
	5th May, 2022	12th May, 2022	19th May, 2022	26th May, 2022	
<b>T H U R S D A Y</b>				10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	
	6th May, 2022	13th May, 2022	20th May, 2022	27th May, 2022	
<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 Site Visits	

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## SCR - MAYORAL COMBINED AUTHORITY BOARD

### MINUTES OF THE MEETING HELD ON:

MONDAY, 18 NOVEMBER 2019 AT 2.00 PM

SHEFFIELD CITY REGION, 11 BROAD STREET WEST,  
SHEFFIELD S1 2BQ



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### Present:

Mayor Dan Jarvis MBE (Chair)  
Councillor Chris Read (Vice-Chair)  
Councillor Garry Purdy  
Councillor Julie Dore  
Mayor Ros Jones CBE  
James Muir  
Councillor Jim Andrews BEM (Reserve)

SCR Mayoral Combined Authority  
Rotherham MBC  
Derbyshire Dales DC  
Sheffield City Council  
Doncaster MBC  
Chair of LEP Board  
Barnsley MBC

### Officers in Attendance:

Dr Dave Smith	Chief Executive	SCR Executive Team
Dr Ruth Adams	Deputy Chief Executive	SCR Executive Team
Mike Thomas	Senior Finance Manager	SCR Executive Team
Noel O'Neill	Chief Finance Officer/S73 Officer	Sheffield City Region
Steve Davenport	Principal Solicitor & Monitoring Officer	SCR Executive Team
Sarah Norman	Chief Executive	Barnsley MBC
Sharon Kemp	Chief Executive	Rotherham MBC
Fiona Boden	Policy Adviser - Mayor	SCR Executive Team
Mark Lynam	Director of Programme Commissioning	SCR Executive Team
Stephen Batey	Head of Mayor's Office	SCR Mayor's Office

### Guests in Attendance

Councillor Chris Furness	Peak District National Park Authority
Craig Tyler (Minute Taker)	South Yorkshire Joint Authorities Governance Unit

### Apologies:

Councillor Steve Fritchley	Bolsover DC
Councillor Tricia Gilby	Chesterfield BC
Damian Allen	Doncaster BMC
Huw Bowen	Chesterfield BC
Dan Swaine	Bolsover DC/NE Derbyshire DC
Neil Taylor	Bassetlaw DC
Paul Wilson	Derbyshire Dales DC
Sarah Fowler	Chief Executive Peak District National Park

1 **Welcome and Apologies**

Members' apologies were noted as above.

2 **Announcements**

Mayor Jones commended the brilliant work of our communities and business during the recent, devastating floods and thanked council staff and support agencies for working tirelessly to get our businesses up and running again.

Cllr Purdy noted similar thanks and appreciation for the staff at Derbyshire CC and the commented on the tragic loss of former Derbyshire High Sheriff Annie Hall, noting a memorial service is planned for December.

Members shared all the sentiments expressed.

3 **Urgent Items**

None.

4 **Items to be Considered in the Absence of Public and Press**

RESOLVED, that items 20 (LGF Project Approval – Project Chorus) and 21 (LGF Investment Approval) will be considered in the absence of the public and press.

5 **Voting Rights for Non-constituent Members**

It was agreed voting rights could not be conferred on the non-Constituent Members in respect of item 17 - Withdrawal of Non-Constituent Members from the LEP, as the matter concerns the Constituent Members only.

It was agreed there were no further agenda items for which the non-Constituent Members should not be given full voting rights.

6 **Declarations of Interest by individual Members in relation to any item of business on the agenda**

Cllr Read declared non-Pecuniary interests in the matters to be considered at item 13.1 (LGF Investment Approval - Rotherham Town Centre) and item 20 (Project Chorus) by virtue of being Leader of the sponsoring authority.

Cllr Andrews declared a non-Pecuniary interests in the matters to be considered at item 13.2 (M1 Junction 37 Ph2 – Economic Growth Corridor (Claycliffe) and M1 Junction 36 Phase 2 Goldthorpe') by virtue of being Deputy Leader of the sponsoring authority.

Mayor Jones declared a non-Pecuniary interest in the matters to be considered at item 21 (LGF Investment Approval) by virtue of being Leader of the sponsoring Authority.

Cllr Julie Dore declared a non-Pecuniary interest in the matters to be

considered at item 20 (Project Chorus).

## 7 Reports from and questions by members

None.

## 8 Receipt of Petitions

Members were advised of the receipt of 2 petitions.

A 1000+ signature petition was received from Mr Tony Nicholson with the title *“Bring back the Little Nipper: A shuttle service once ran from the bus station to the market, up to Waterdale and then back to the bus station to support our market traders and the elderly and those with difficult walking. We think this should be brought back.”*

A 111 signature was received from Mrs Pru Winder with the title *“Petition requesting the reinstatement of service 8 and 8a – Doncaster to Broadway/Moorends serving GP surgery, Post Office, Doncaster Royal Infirmary, Doncaster Frenchgate Shopping Centre and Doncaster Railway Station. The replacement bus service has halved the frequency of buses from Broadway meaning buses go past too full to stop or just do not turn up at all.”*

In response to the petitions received, the Mayor actioned officers from SYPTE to respond on the Authority’s behalf.

## 9 Public Questions

Due to purdah restrictions, the Mayor asked the Monitoring Officer to take this agenda item.

The Monitoring Officer advised the petitioners they may defer their questions for resubmission to the January MCA meeting (post-purdah) or receive a response in writing, and confirmed he would engage the petitioners to determine which course of action they would like to follow.

A public question was received from Mr Nigel Slack and delivered as follows:

*“With the calling of a General Election for December 12th, many issues around the SCR seem to have been further compromised. From funding bids to scrutiny boards, LEP membership to climate change and not least the finalisation of the devolution deal first struck in 2015, we will presumably see continued delay and disruption. What is the Mayor's perception of the path for the SCR/MCA going forward?”*

A public question was received from Mr Geoff Cox representing Extinction Rebellion and delivered as follows: *“People across Sheffield City Region are still bailing flood water out of their homes and salvaging what's left of their belongings. Annie Hall was killed not far away in the river Derwent. The climate crisis is lapping at our doorsteps. Will the SCR MCA radically accelerate and expand the proposals in the paper at item 15 on your agenda today? Will they commit to telling the truth about the climate emergency with a public*

*information campaign, cutting Sheffield City Region's emissions to net-zero by 2025, and involve the public in writing a fair and just plan through a citizens' assembly?"*

The Monitoring Officer confirmed officers would be available after the meeting to discuss the matters raised by the petitions and that the Mayor will verbally respond in the usual manner at the MCA meeting in January .

10 **Minutes of the meeting held on 23rd September 2019**

RESOLVED, that the minutes of the meeting held on 23<sup>rd</sup> September are agreed to be an accurate record.

11 **Quarter 2 Capital and Revenue Monitoring Report**

A report was received to provide the Q2 position for the revenue and capital programme of the Sheffield City Region (SCR) Mayoral Combined Authority (MCA) for the financial year 2019/20.

It was noted the report was structured to provide Members with an early indication of the forecast outturn position in relation to South Yorkshire Transport Revenue budget, MCA / LEP Revenue budget, Revenue Programme activity and the South Yorkshire Transport Capital Programme, with each explained in detail.

Cllr Dore questioned the South Yorkshire Transport Revenue Budget information and reported decrease in concessionary patronage (not including young person concessionary pass usage), and requested more investigations be undertaken to establish why people don't use buses.

Mayor Jones commented on the lack of quality of local buses and routes and challenged whether these are conducive to increasing public transport patronage.

RESOLVED, that the MCA notes the 2019/20 Q2 position for the Mayoral Combined Authority's and LEPs revenue budget and capital programme.

12 **Draft Financial Strategy 2020-25 and Budget 2020-21**

A report was received to outline the current financial position of Mayoral Combined Authority then set out the principles underpinning a 5-year financial strategy for the organisation to deliver on its ambitions within the resources available.

RESOLVED, that the MCA

1. Approves the overall Financial Strategy 2020 to 2025 identified in the report.

Approves the strategy as the basis of developing the detailed 2020/21 budget, to be brought back in early 2020 for formal approval.

## 13 **LGF Investment Approvals**

A report was received requesting the approval of two schemes with a total value over all years of £14.5m Local Growth Fund (LGF) and approval of one change request and seeks delegated authority to the Head of Paid Service in consultation with the S73 and Monitoring Officer to enter into legal agreements for the schemes.

It was noted an additional scheme with a value of £8m LGF is seeking approval but due to a Non-Disclosure agreement and the commercial prejudice disclosure would cause this scheme is to be considered at item 20 (in the absence of the press and the public).

Members challenged the proposal to invest funding in a housing scheme that would historically have been funded by Homes England. It was noted Homes England have been pressed by the SCR in respect of this particular scheme and confirmed the SCR would not enter into contract with Rotherham MBC until it had been determined that all other funding source options have been exhausted.

It was agreed the SCR should continue to pressurise Homes England to ensure they continue to maximise their investments in the region.

Further details were provided to support the request to amend the M1 Junction 36 Phase 2 Goldthorpe' scheme.

RESOLVED, that the MCA:

1. Approves the progression of Rotherham Town Centre to full approval and award of £3.9m to Rotherham Borough Council subject to the conditions set out in the Appraisal Panel Summary Table
2. Approves the progression of M1 Junction 37 Ph2 – Economic Growth Corridor (Claycliffe) to full approval and award of up to £10.6m to Barnsley Metropolitan Borough Council subject to the conditions set out in the Appraisal Panel Summary Table
3. Approves the progression and approval of a project change request from 'M1 Junction 36 Phase 2 Goldthorpe'

Agree that delegated authority be given to the Head of Paid Service in consultation with the s73 and Monitoring Officer to enter into legal agreements for the schemes.

### 13a **Appendix A - LGF Project Approval - Rotherham Town Centre Housing**

Presented for Members' consideration in support of agenda item 13.

### 13b **Appendix B - LGF Approval - M1 Junction 37**

Presented for Members' consideration in support of agenda item 13.

14 **Transforming Cities Fund Bid Submission**

A report was received seeking approval to submit the business case for Sheffield City Region's Transforming Cities Fund (TCF) bid due on 28th November 2019.

The Mayor thanked everyone for their efforts in producing the submission.

Cllr Dore welcomed this initiatives credential in terms of helping to mitigate the effects of climate change.

RESOLVED, that authority is delegated to finalise the submission of the TCF business case to the Chief Executive and Chief Financial Officer of the Mayoral Combined Authority, in consultation with the Mayor, based upon the comments received on this report and its appendices.

15 **Climate and Environmental Emergency**

A report was received proposing the MCA declares a 'Climate and Environmental Emergency'.

It was noted urgent work is scheduled to help identify dates by when a zero-carbon scenario could be realised.

Members considered the need to collaborate at all levels to manage the effects of climate changes.

Members noted the expectation that a defined list of significant SCR actions to address climate change will be developed.

RESOLVED, that the MCA:

1. Declares a 'Climate and Environmental Emergency.'

Requests that a report be provided at the next meeting setting out, in further detail, the development of a plan for delivering a sustainable City Region, to be produced in collaboration with both universities, alongside a draft Energy Strategy (to be presented to the next meeting).

16 **Becoming an Armed Forces Friendly Employer: MCA adoption of the Armed Forces Covenant**

A report was received asking the SCR MCA to sign up to the Armed Forces Covenant and, in doing so, adapt its employment and equal opportunities practices to reflect the commitments made in signing up to the Covenant.

Mayor Jones noted Doncaster has a gold award for its Armed Forces Covenant work and would welcome the opportunity to provide some lessons learnt. Cllr Purdy noted Derbyshire CC had also achieved accredited status.

RESOLVED, that the MCA

1. Signs up to the Armed Forces Covenant.

Agrees its intention to adapt its employment and equal opportunities practices reflecting the commitments made in signing up to the Covenant.

**17 Withdrawal of Non-Constituent Members from the LEP**

A report was received to set out the governance implications arising from the changes in Local Enterprise Partnership and membership rules being introduced from 1st April 2020.

Cllr Purdy asserted that from his perspective it was wholly wrong for the Derbyshire Dales DC to be forced by the Governments review of LEP boundaries to be a member of a single LEP area when they had clearer links to the SCR and asked what the effect would be on non-Constituent membership at SCR thematic boards. It was noted that a report to the previous MCA meeting had approved changes to the Thematic Boards to reflect the LEP changes.

RESOLVED, that the MCA notes the contents of this report and approves the changes to the membership of the Overview and Scrutiny Committee and Audit Committee as set out in the report

**18 Decisions & Delegated Authority Report**

Provided for information

**19 Appointment of Head of Paid Service**

A report was received to seek the approval of the MCA to appoint Dr David Smith as Chief Executive Officer and Head of Paid Service to June 2022.

RESOLVED, that the MCA approves the appointment of Dr Dave Smith as Chief Executive and Head of Paid Service to 2022.

**20 LGF Project Approval - Project Chorus \***

A report was received requesting approval of an inward investment scheme with a total value over all years of £8m and seeking delegated authority to the Head of Paid Service in consultation with the S73 and Monitoring Officer to enter into legal agreements for the schemes.

Members discussed the importance of having and adhering to a robust prioritisation process (based on HMT Green Book processes) to determine which schemes receive prioritised approval for funding. Examples were provided explaining how the SCR complies with these principles. The respective roles of the LEP and MCA in respect of approving projects were discussed, noting that the LEP was responsible for prioritising projects and the MCA's role, as Accountable Body, related to assuring, through the Assurance Framework, that any given proposed funding offered value for money and was lawful.

Mayor Jones abstained from voting on the decision to approve the

recommendations.

RESOLVED, that the MCA approves the inward investment scheme (Project Chorus) with a total value over all years of £8m, subject to the conditions set out in the report, and agrees delegated authority be given to the Head of Paid Service in consultation with the S73 and Monitoring Officer to enter into legal agreements for the schemes.

21 **LGF Investment Approval \***

A report was received to provide an update on the progress in discussions with regard to an inward investment opportunity.

The matters contained within the report were considered in detail.

RESOLVED, that the report be deferred pending further discussion with the scheme promoter and a further report be presented to the MCA when the proposed investment is clarified.

I, the undersigned, confirm that this is a true and accurate record of the meeting.

Signed .....

Name .....

Position .....

Date .....

## SCR - LOCAL ENTERPRISE PARTNERSHIP

### MINUTES OF THE MEETING HELD ON:

MONDAY, 4 NOVEMBER 2019 AT 10.30 AM

11 BROAD STREET WEST, SHEFFIELD S1 2BQ

**Sheffield  
City Region**

**LOCAL ENTERPRISE  
PARTNERSHIP**

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### Present:

James Muir (Chair)	Private Sector Member
Nigel Brewster (Vice-Chair)	Private Sector
Lucy Nickson (Vice-Chair)	Private Sector LEP Board Member
Laura Bennett	Private Sector LEP Board Member
Professor Chris Husbands	Representative for Higher Education
Peter Kennan	Private Sector LEP Board Member
Tanwer Khan	Private Sector LEP Board Member
Richard Stubbs	Private Sector LEP Board Member
Councillor Chris Read	Rotherham MBC
Mayor Dan Jarvis	SCR Mayoral Combined Authority
Councillor Julie Dore	Sheffield City Council
Mayor Ros Jones	Doncaster MBC
Councillor Sir Steve Houghton CBE	Barnsley MBC
Professor Dave Petley	University of Sheffield
Councillor Chris Furness (Reserve)	Derbyshire Dales DC
Councillor Nick Clarke (Reserve)	Bolsover District Council

### Officers in Attendance:

Dr Dave Smith	Chief Executive	SCR Executive Team
Dr Ruth Adams	Deputy Chief Executive	SCR Executive Team
Mike Thomas	Senior Finance Manager	SCR Executive Team
Mark Lynam	Director of Programme Commissioning	SCR Executive Team
John Mothersole	Chief Executive of Sheffield City Council	Sheffield City Council
Paul Woodcock	Director of Planning and Regeneration	Rotherham MBC

### Guests in Attendance

Craig Tyler (Minute Taker)

### Apologies:

Alexa Greaves	Private Sector LEP Board Member
Neil MacDonald	Private Sector LEP Board Member
Owen Michaelson	Private Sector LEP Board Member
Julia Muir	Private Sector LEP Board Member
Councillor Garry Purdy	Derbyshire Dales DC
Councillor Tricia Gilby	Chesterfield BC
Alison Kinna	Co-opted Private Sector Member
Bill Adams	TUC Representative

## 1 **Welcome and Apologies**

The Chair welcomed Prof. Dave Petley as the representative of the University of Sheffield and thanked Prof. Koen Lamberts for his past support for the Board. Prof. Petley informed members of where his professional academic engagements would synergise with and support the work of the Board.

Dave informed the Board that Philippa Sanderson had stood down with immediate effect following her employer, KPMG's, change of employment rules meaning partners can no longer sit as members of LEP Boards. The Chair thanked Philippa for her past support of the Board and noted the SCR would continue to work with her in other capacities supportive of the delivery and execution of the SEP.

## 2 **Declarations of Interest**

Cllr Read recorded a non-pecuniary interest in respect of the matters to be considered at item 6 (LGF scheme acceptance) by virtue of being Leader of the sponsoring authority for the scheme under consideration.

No further declarations were recorded.

## 3 **Notes of previous meeting**

The minutes of the previous meeting held on 9<sup>th</sup> September were agreed to be an accurate record.

## 4 **LEP Geography Implications**

A report was received to set out the process required to formalise the withdrawal of the District Councils with effect from the 1st April 2020 and the implications on LEP Board membership. This report also presented a revised draft of the Collaboration Framework with D2N2 LEP for consideration and agreement.

It was noted all transitional processes are predicated on their being no detriment to the non-Constituent district councils

Cllr Furness reiterated the Derbyshire Dales DC's strong objection to being forced to leave SCR suggesting the district felt much stronger as part of the overlap.

Cllr Dore sought further clarification regarding the public-private and gender balance ambitions. It was confirmed the gender reference of 33% reflects the current balance but our ambition should be 50/50. Regarding the public-private split, it was noted the report, as presented, again reflects the current position but the policy remains to comply wholly with the proportionality determined by the LEP review.

Regarding the LGF programme, Cllr Dore requested clarity regarding what the new LEP membership arrangements will mean for schemes outside the SCR

constituent area. The Chair highlighted the need to 'co-manage' schemes already in contract and the need to work closely with D2N2 colleagues with regard to transitional arrangements.

It was confirmed the SCR will not be funding any schemes that are not in contract (signed) with the SCR before 1<sup>st</sup> April 2020.

Cllr Dore highlighted the need for the LEP Board to continue to be instrumental in determining which schemes come to fruition and remain informed of what outputs are being achieved for SCR-funded LGF schemes. It was suggested the Executive Boards could take a stronger lead in ensuring the LEP's interests are represented as potential schemes emerge.

RESOLVED, that the Board:

1. Notes the process required to formalise the withdrawal of the District Councils with effect from the 1st April 2020, the impact on the current balance of membership and implications for the Thematic Boards

Approves the draft Collaboration Framework with D2N2 LEP.

## 5 **SEP/LIS including thematic priorities discussion**

A report and presentation were received to provide an update on SEP/LIS development

Members received an update on the vision, strategic ambitions, underpinning principles, core narrative and emerging broad policy areas and were provided with an early view of the draft SEP.

Further information was provided in respect of the actions contained within the term 'underpinning principles', noting where these are aligned with skills and employability to support growth, transport and mobility, infrastructure and digital technology, housing, and culture and place.

Mayor Jones questioned the extent to which the plan has been developed with other key strategic partners and asked whether the impact of an aging population has been captured, particularly in respect of the transport and mobility priorities.

Examples were provided for where the health sector has been readily engaged with helping to develop the SEP and to also recognise where the SEP is instrumental in supporting the ambitions of the health and integrated care sector, such as in respect of that sector's ambition for increasing care in the community.

Cllr Houghton suggested the Plan needs to be written mindful of not being so all encompassing that it becomes less relevant to localised communities and loses focus on those communities' need to benefit economically from the SEP. Members asserted the importance of ensuring the Plan clearly links to communities and individuals.

Cllr Read expressed concern that the housing priorities aren't yet clear enough and agreed with other members that the current draft is too 'abstract', devoid of specifics and not yet embedded in the realities of what tangible benefits South Yorkshire's communities need to experience.

Members acknowledged the quandary of the Plan needing to be driven 'top-down and 'bottom-up' and discussed the need to determine which priorities are the remit of the SCR and which are the remit of the local authorities or other strategic agencies. It was agreed the reality is that the Plan needs to be multi-layered and requiring of effective ideas and leadership at every level.

The Chair requested this ideology be weaved into the central narrative of the SEP vision.

Regarding housing, it was noted the recent Housing Board heard representations from Housing Association leads in respect of how they would like to help shape and support the SEP.

Prof. Husbands suggested the Plan needs to be crystal clear in respect of what strategic choices are being taken (and consequently which aren't) to help justify the narrative.

## 6 **LGF Scheme Acceptance**

A report was received requesting the Board accepts a project (Project Chorus) onto the LGF Programme in order to develop a Full Business Case for further consideration.

It was noted the report is not a request for funding approval, as any such decision would be taken by the MCA.

The report noted Project Chorus is a company who are initially seeking to establish a research and development facility to develop the next generation of antennae for satellite control systems. This will create c358 mostly high value jobs. A second phase will establish a manufacturing facility in the city region, creating a wide range of additional jobs.

It was noted the total value of the R&D phase is £18m with a LGF grant requested of £8m and if approved by the LEP onto the programme (and the MCA in respect of whether it is agreed to allocate funding), the company has identified temporary premises and could commence operations in the city region as early as January 2020.

It was noted this investment has been assessed at the strategic case and represents good value for money this will be enhanced when the manufacturing facility is delivered.

Members questioned the relationship between the 2 phases and whether agreeing phase 1 ties the SCR into approving phase 2 at some stage.

Mayor Jones highlighted the information to be presented at item 7 noting we currently have to manage a significant over-programming situation. Members

were reminded the decision being sought today is just in respect of whether to include this project in the notional programme, with the MCA to determine whether this scheme will ultimately receive funding in the context of the other schemes vying for LGF awards.

Further information was provided to explain and support the potential significance of this scheme.

Mayor Jones suggested the LGF overprogramming position should have been considered prior to considering the acceptance of this scheme onto the programme and recommendation to the MCA.

RESOLVED, that the Board approves 'Project Chorus' onto the LGF pipeline Programme.

## 7 **LGF Programme Update**

A report was received to provide the LEP Board with an update on the review of the current LGF programme commitments and the scale of projects in the over-programmed pipeline.

Members were reminded the LEP Board in September considered a range of options to address the over programming position and agreed to scheme promoters self-evaluating the deliverability of schemes within the funded window (to March 2021) and nominate schemes to defer or remove from the programme, SCR seeking opportunities to find additional resource (e.g. consider decommitting uncontracted elements from the programme, legacy Growing Places Funding, housing fund allocations etc.) and the undertaking of a LEP prioritisation process following the actions 1 and 2 if there remains an over programmed position

It was noted scheme promoters were therefore asked to complete and return self-evaluations for projects in the pipeline but not yet approved, projects approved but not yet in contract and projects in delivery but likely to underclaim.

It was noted the over-programmed figure is therefore £46.5m, against a total available programme of £377.6m and the commitment headroom is £9.4m (subject to pending decisions being taken at the forthcoming MCA). It was noted further diligence will be taken in respect of the best usage of the current commitment headroom.

RESOLVED, that the Board:

1. Notes the review of the LGF programme and current pipeline position following the self-assessment
2. Agrees the steps to be undertaken, including the utilisation of the £8m Growing Places Fund to increase the available headroom for the pipeline, the identification of further programme withdrawals for schemes that cannot meet the conditions of the funding approval and to undertake further prioritisation of the pipeline

3. Prioritises the remaining balance of £9.4m to support inward investment schemes, noting this prioritisation to be regularly reviewed based upon changes in the available headroom.

## 8 **Budget Update**

A report was received to provide an update on the progress made in identifying savings options to achieve a reduction in the 2019/20 LEP and MCA core budget.

Cllr Dore requested a separate budget meeting be convened for Leaders ahead of the MCA meeting (at which the budget will be presented for approval), to ensure Leaders have been able to influence the budget's development. The Chair asked that the private sector be represented at that workshop and asked Nigel Brewster to attend.

Action: Mike to revise the budget development timetable and make arrangements for the additional workshop.

RESOLVED, that the Board notes the progress to date in seeking to achieve a significant budget reduction in 2020/21

## 9 **Future Mobility**

A report was received inviting consideration of the business growth opportunities for the Sheffield City Region arising from technology and innovation in the transport sector.

Considering how the findings of the Future Mobility study should be taken forward, it was proposed a specific forum of members and officers (supported by colleagues from the Universities and the National College for High Speed Rail) be convened to look at the options in more detail.

Members considered the 37 points contained within the report and discussed whether the ownership of any of these points is wider than or lies outside the remit of the SCR.

Members questioned whether the spectrum of points contained within the report is currently too broad (noting this overlaps with the SCR Transport Strategy and its implementation plans).

It was suggested there is a need to determine what is important to us and prioritise those points.

It was suggested the role of future mobility awareness will be to help 'nudge' the actions contained within the implementation plans to ensure we are maximising the benefit of future technologies as our plans for future public mobility emerge.

RESOLVED that the Board notes the findings of recent research into Future Mobility services in the Sheffield City Region and agrees to support the creation

of a 'forum' (including the representation of officers from the local authorities) to consider the future mobility opportunities in more detail.

10 **Mayoral Update**

Received for information.

Prof. Husbands noted the Working Win pilot had come to an end but the results won't be reported for up to 2 years. It was noted this was because the referral window had now closed but the programme is extended for a further year. As a medical ethics trial the government will be undertaking the assessment.

11 **Chief Executive's Update**

Received for information.

12 **Any Other Business**

No further matters requested.

I, the undersigned, confirm that this is a true and accurate record of the meeting.

Signed .....

Name .....

Position .....

Date .....

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## SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

14 OCTOBER 2019

PRESENT: Councillor R Taylor (Chair)  
Councillor T Damms (Vice-Chair)  
Councillors: S Ayris, A Buckley, T Cave, R Frost, P Haith,  
C Hogarth, C Ransome, S M Richards, C Ross and  
Dr A Billings

DCFO A Johnson, T/ACO S Helps and S Booth  
(South Yorkshire Fire & Rescue Service)

A Frosdick, M McCarthy, N Copley, L Noble and M McCoole  
(Barnsley MBC)

M Buttery  
(Office of the South Yorkshire Police and Crime Commissioner)

Apologies for absence were received from Councillor P Price,  
S Norman, CFO J Courtney, QFSM and ACO T Carlin

### 1 APOLOGIES

Apologies for absence were noted as above.

### 2 ANNOUNCEMENTS

None.

### 3 URGENT ITEMS

None.

### 4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

Councillor Ayris queried the reason why agenda item 14 entitled 'Retirement of the Chief Fire Officer' would be taken as a private item.

Councillor Taylor stated that the item related to a personal nature rather than an organisational matter.

RESOLVED – That agenda item 14 entitled 'Retirement of the Chief Fire Officer' be considered in the absence of the public and press.

5 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

6 REPORTS BY MEMBERS

Councillor Richards reported that since the last Authority meeting she had attended the LGA Fire Leadership Essentials Course at the University of Warwick. She highly recommended Members to attend the course in the future, which had included a very moving and informative session on the Grenfell Tower incident and issues with tower blocks. The guest speaker had been Dr Sabrina Cohen-Hatton, Chief Fire Officer from West Sussex Fire and Rescue Service, who she considered to be a real tour de force.

Councillor Taylor had also attended the LGA Fire Leadership Essentials Course in November 2018. He recommended Members to attend the course in its new format.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC, OR COMMUNICATIONS SUBMITTED BY THE CHAIR OR THE CLERK AND TO PASS SUCH RESOLUTIONS THEREON AS THE STANDING ORDERS PERMIT AND AS MAY BE DEEMED EXPEDIENT

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 16 SEPTEMBER 2019

Councillor Richards referred to the last Authority meeting, where a request had been made for Members to be provided with a briefing on SYFR's business continuity arrangements for Brexit.

DCFO Johnson stated that the Local Fire Resilience partners met on a weekly basis, to discuss the ongoing Brexit situation and the implications of a deal or no deal on 31 October 2019. Planning was difficult due to the uncertainty of the issue. From a blue light perspective, a business as usual approach was being adopted. Individual organisations were ensuring that their stocks of crucial consumables, particularly in relation to emergency response, were maintained to the appropriate levels including fuel levels; although there had been no concern expressed regarding fuel availability to date. Members would be kept informed of any developments.

Councillor Cave referred to his request made at the last Authority meeting for further information on SYFR's sickness absence. He expressed his thanks for the graphs that had been provided to Members since the meeting. He queried whether a full report would be submitted to the Performance and Scrutiny Board.

DCFO Johnson commented that work was underway to collate further detail on SYFR's sickness absence. She confirmed that a more detailed report would be presented to the next Performance and Scrutiny Board meeting in November 2019.

Councillor Ayris queried the current position in relation to the Reserves Strategy, and whether a report would be presented to the Authority or to the Audit and Governance Committee.

S Booth stated that it was intended to present an annual report to the Authority. Members noted that the slides on the updated Medium Term Financial Plan (MTFP) and the Reserves Strategy position would be presented to the Corporate Advisory Group meeting on 25 October 2019. The presentation slides would then translate into a narrative report, to be presented to the Authority meeting in November 2019.

Councillor Ransome referred to the costings provided to Members regarding the car allowance and public transport costs that had been £7,900 over budget. She queried what exactly had been overspent, and she sought clarity on the meaning of detached duties.

S Booth referred to the information that had been circulated to Members after the last meeting regarding the public transport allowance overspend of £7,900. Detached duties referred to those firefighters that were deployed from their normal fire station to report to an alternative fire station, to ensure that operational crewing availability was in the correct area with the correct numbers. This had formed part of the overspend, and had involved additional mileage claims.

Councillor Ransome queried whether it would be possible for the responses to Members' questions to be included within the minutes of the meeting, as opposed to Members receiving an emailed response and paper copies of the responses circulated at the meeting. This would be to ensure more transparency for members of the public.

L Noble stated that the documentation emailed to Members was included on the Authority's website which could be accessed by members of the public.

Councillor Taylor referred to various discussions with Members on the matter. He would discuss the minutes and action management information further with L Noble to ascertain a way forward that would achieve greater openness and transparency for the public.

Councillor Hogarth stated that the Action Management Sheet had provided Members with the detail of the car allowance and public transport costs that had been £7,900 over budget, but that it did not explain the reason for the overspend.

S Booth stated that this was largely attributable to the activity of the firefighters on detached duties and as a result of SYFR having moved away from CPC, which had resulted in firefighters having to be brought into cover both Edlington and Lowedges Fire Stations, as a number of the firefighters had retired. The increased activity had led to an increase in cost.

Councillor Ross referred to the 5% overspend on the budget heading. He had expected to observe the measures being taken to address the overspend in order for this to be reduced in the rest of the financial year.

DCFO Johnson commented that the overspend had resulted from detached duties, and that the only way to reduce the amount would be to have less firefighters detached to different fire stations. Work was underway to balance the Watches, and once the CPC fire stations were returned to full strength, firefighters would be attached to particular fire stations and detached duties would no longer be required. She was unsure whether this would be achieved by the end of the current financial year.

Councillor Ross queried whether Councillor Taylor had any feedback from the LGA Fire Commission meeting held on 20 September 2019.

Councillor Taylor stated that the meeting had been attended by very few representatives from Metropolitan fire and rescue authorities and had mostly been attended from the Shire fire and rescue authorities. Various issues had been discussed at the meeting which had been pertinent to the individual fire and rescue authorities. Unfortunately the Home Office representative had not been in attendance.

Councillor Ayris suggested that the Members' briefing note should contain such items as remedial management action.

RESOLVED – That the minutes of the Authority meeting held on 16 September 2019 be signed by the Chair as a correct record.

#### 10 LOCAL PENSION BOARD - ANNUAL REPORT

A report of the Clerk to the Fire and Rescue Authority was submitted providing the Local Pension Board's fourth Annual Report.

The Local Pension Board had been established by the Authority, as Scheme Manager, on 1 April 2015 with the primary role to ensure effective and efficient governance and administration of the Firefighters' Pension and Compensation Schemes. Andrew Bosmans had been Chair of the Board since its inception.

L Noble stated that A Bosmans wished to convey his thanks to S Kelsey and C Davies at SYFR together with West Yorkshire Pension Fund for the advisory role provided to the Board. Members had been invited to attend the LGA Awareness Session to be held on 15 October 2019 in their capacity as Scheme Manager for the firefighters' pension schemes.

RESOLVED – That Members noted the fourth Annual Report of the Local Pension Board.

11 KEY ISSUES ARISING FROM THE PERFORMANCE AND SCRUTINY BOARD HELD ON 12 SEPTEMBER 2019

L Noble presented a key issues paper arising from the Performance and Scrutiny Board meeting held on 12 September 2019.

Dr Billings considered that Members should be provided with a fuller account of the Performance and Scrutiny Board meetings i.e. either the minutes from the meetings or reports to inform Members on the matters that had been discussed together with the outcomes. This would also assist with openness and transparency for the public.

M McCarthy commented that the Authority had raised the issue on a number of occasions. The Performance and Scrutiny Board had no delegated responsibilities and therefore the minutes were not required to be published. At that time, the Authority had taken the decision that an informal (Key Issues) note would be produced for the Authority, with an offer to provide the full agenda papers outside the meeting to any Member who requested them. This offer was still open. The Authority also had the option to request further, more detailed reports, on any item raised at the Performance and Scrutiny Board (a reverse 'call in' if you will), if there was sufficient interest or a requirement. The minutes of the Performance and Scrutiny Board often contained information that was not for public consumption, hence the 'Key Issues' paper, but it was accepted that it could, perhaps, be more detailed without breaching confidentiality.

As Chair of the Board, Councillor Buckley agreed that he would take on board the comments made by Dr Billings, and discuss with L Noble. He agreed that the information presented to Members today was fairly brief in nature, and that Councillor Taylor and himself had already discussed the way in which the minutes of the Board were presented, with a view to increasing the amount of information provided to the Authority to include an Action Plan. He was conscious that the officers' workloads were already fairly onerous, and he did not want to unnecessarily add to that workload. It was also noted that the Authority was regularly provided with presentations on the items that had been discussed at the Performance and Scrutiny Board.

RESOLVED:–

- i) That Members noted the key issues arising from the Performance and Scrutiny Board held on 12 September 2019.
- ii) That further discussions would take place on a revised report to the Authority on the issues discussed at the Performance and Scrutiny Board.

12 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 16 SEPTEMBER 2019

Councillor Ayris referred to the Service Level Agreement with Barnsley MBC, and in particular the Counsel's Advice that was anticipated to be made available at the Audit and Governance Committee meeting in November 2019. He highlighted that not all of the Members sat on the Audit and Governance Committee. He queried

whether Counsel's Advice had been sought, and for absolute transparency he requested the name of the Barrister and whether the outcome of the advice could be circulated to all Members of the Authority.

A Frosdick stated that the Authority had resolved that the Audit and Governance Committee would take a closer look at the issue at its meeting held on 16 September 2019. At that meeting, the report had suggested that it would be helpful and, in the spirit of openness and transparency, to seek to collaborate or to disagree with the advice that he had provided. The final draft of the papers was now complete and would shortly be despatched to Barrister James Goudie, Queen's Counsel, with a view to providing his response to the Audit and Governance Committee meeting in November 2019. All of the Authority Members would be provided with a copy of the report. He confirmed that, given Barnsley MBC had an interest in the matter, the costings for Counsel's Advice would be covered as part of Barnsley MBC's legal budget, and that no cost would fall to the Authority.

RESOLVED – That Members noted the draft minutes of the Audit and Governance Committee held on 16 September 2019.

13 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.

14 RETIREMENT OF THE CHIEF FIRE OFFICER

Members were provided with an update on the arrangements regarding the impending retirement of Chief Fire Officer Courtney.

RESOLVED – That Members noted the update.

CHAIR

Please follow the link below for further information on the updates of the actions arising from the Fire and Rescue Authority meetings:-

<https://meetings.southyorks.gov.uk/ecSDDisplayClassic.aspx?NAME=SD1250&ID=1250&RPID=402996&sch=doc&cat=13039&path=13039&zTS=D>

## SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

25 NOVEMBER 2019

PRESENT: Councillor R Taylor (Chair)  
Councillor T Damms (Vice-Chair)  
Councillors: S Ayris, A Buckley, T Cave, R Frost, P Haith,  
C Hogarth, P Price, C Ransome, C Ross and Dr A Billings

CFO J Courtney, QFSM, DCFO A Johnson, T/ACO S Helps,  
S Booth and D Nichols  
(South Yorkshire Fire & Rescue Service)

A Frosdick, M McCarthy, M Potter, L Noble, G Richards and  
I Rooth  
(Barnsley MBC)

E Redfearn (OPCC)

Apologies for absence were received from  
Councillor S M Richards, N Copley, S Norman, ACO T Carlin  
and M Buttery

### 1 APOLOGIES

Apologies for absence were noted as above.

### 2 ANNOUNCEMENTS

The Chair, on behalf of the Authority, announced that their thoughts were very much with the families and businesses that had suffered during the recent flooding and wished them a speedy return to normality.

The Chair also acknowledged the excellent response from across the UK of the emergency services, armed forces and other agencies, with particular praise for South Yorkshire Fire & Rescue Service who did themselves proud; they went above and beyond the call of duty and deserve recognition for this.

The Chair was also delighted to announce the appointment of Alex Johnson as the Chief Fire Officer of South Yorkshire; Alex had an exciting vision and determined focus and the Authority looked forward to working with her in the New Year.

The Chair noted that the position would not have been available except for the existing Chief's decision to retire in January; this therefore would be his last Authority meeting.

The Chair paid tribute to J Courtney who had left Merseyside in 2006 to come to South Yorkshire and within five years was appointed as CFO. He had brought visibility and approachability to the role whilst facing significant challenges, he had also made significant achievements including being awarded QFSM in 2018.

The Chair wished the Chief and long and happy retirement which had been earned and was well-deserved.

3 URGENT ITEMS

None.

4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

RESOLVED – That the agenda item 16 entitled ‘Contingency Firefighting Arrangements’ and item 17 ‘Appointment of Independent Member – Audit and Governance Committee’ be considered in the absence of the public and press.

5 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

6 REPORTS BY MEMBERS

Cllr Damms reported that, at the upcoming meeting of Sheffield City Council, he was hoping to move a motion thanking the Fire Service for all their hard work during the recent floods; it was hoped that this would be a cross-party motion.

Cllr Haith reported that she had attended the Pensions Board training in October and was thankful for the insight into the Firefighters’ Pension Schemes which was very useful and would be beneficial when making decisions in the future.

Dr Billings, on behalf of himself as PCC and South Yorkshire Police, wished J Courtney well for his retirement. He had helped to drive forward collaboration between Fire and the Police which was working well and Dr Billings thanked him for his efforts in this area. The efforts had borne fruit during the recent floods which had been a huge and complex operation involving multi-agencies which had drawn praise from the public, especially for the Fire Service and the Police.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC, OR COMMUNICATIONS SUBMITTED BY THE CHAIR OR THE CLERK AND TO PASS SUCH RESOLUTIONS THEREON AS THE STANDING ORDERS PERMIT AND AS MAY BE DEEMED EXPEDIENT

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 14 OCTOBER 2019

In answer to a question from Cllr Ayris, it was confirmed that Counsel's advice with regard to the Service Level Agreement with Barnsley MBC had been circulated to all Members of the Authority.

RESOLVED – That the minutes of the Authority meeting held on 14<sup>th</sup> October 2019 be signed by the Chair as a correct record.

10 2019/20 FINANCIAL PERFORMANCE REPORT

The Authority considered the second 2019/20 Financial Performance report.

The report informed as to the likely financial performance for the year ended 31 March 2020. The report included an estimated revenue outturn position, an updated reserves position statement and an update on the capital programme with a narrative commentary to help explain the key financial changes that were contributing to them.

Members were reminded that the 2019/20 approved operating budget was £53.565m. Based on the latest expenditure and planned contributions from earmarked reserves, the Authority was projecting a net operating spend of £54.014m. However, this variance was more than offset by an increase in funding mainly from late Home Office notifications in relation to the pension deficit and other Section 31 grant funding. The latest funding projection was £54.222m, a £0.675m increase leaving a net operating underspend of £0.208m after any planned contribution to reserves.

Members were requested to continue to note the financial risks facing the Authority, in particular with regard to national pensions issues; the timescales for remedy were still uncertain.

S Booth informed Members that the Capital Programme had been re-profiled to take account of notable exceptions with regard to Barnsley Fire Station and the two former CPC sites at Aston and Tankersley.

In response to a question from Cllr Haith regarding a review of On-Call firefighters, the DCFO replied that it was a standard review to ensure there were the correct number of people to improve the on-call availability.

Cllr Hogarth queried the projected overspend on expenses of £10,000 asking why it was so much over budget, and the reason for the exact amount of £10,000.

S Booth replied that he would get back to Members with the answer.

In response to a question from Dr Billings, S Booth explained that the overspend was due to pensions liabilities which the Service had only been informed about after the budget had been set.

With regard to the Stronger, Safer Communities Reserve Fund, this was not part of the operating budget but was included for transparency and to give Members an understanding of the spend in this area.

RESOLVED – That the Authority noted:

- (i) The latest estimated revenue performance, which was showing a potential net operating underspend of £0.0208m for the financial year ended 31<sup>st</sup> March 2020.
- (ii) The latest estimated decrease in General Reserve of £0.052m for the financial year ended 31<sup>st</sup> March 2020, which was broadly in line with expectation.
- (iii) The likely net impact on known financial risks that are not fully quantifiable at this stage in the financial year.
- (iv) The re-profiling of the Capital Programme for 2019/20.

11 MEDIUM TERM FINANCIAL PLAN 2020 - 2023

A report was submitted which provided an early insight as to the likely financial performance and position of SYFR ahead of the proposed Annual Revenue and Council Tax Setting report that was due to be considered by Members on 10<sup>th</sup> February 2020.

Members were informed that, since the last budget report. Work had been progressing on reviewing the financial planning assumptions in the Medium Term Financial Plan. This provided a demonstration of the likely scale of financial challenges, risks and uncertainties facing the Authority, especially post the final year of the Multi-Year Funding Settlement.

The situation was only likely to become clearer when the Government was able to articulate the state of the nation's public finances post the General Election and Brexit and when it sets out its Spending Review beyond the current one year holding position.

To add to this uncertainty, there were also a number of funding reviews underway including Fair Funding, business rate retention and police collaboration; these could potentially have a big impact on Fire Authority funding.

However, in 2020/21 there was the promise of an inflated central government settlement which would mean the best funding for the last 10 years assuming that the pension grant was received during the year.

For the following two years it had been assumed that the Authority would receive the same level of funding less 5%. This had been the core assumption that the report had been based on.

The report detailed the key planning assumptions which the 'most likely' funding scenario had been based on. Members were informed that under this assumption the service would not have to move to riding four firefighters on a fire appliance more than currently was the case. Other scenarios were included for comparison.

The report also reaffirmed the reserves strategy and provided Members with a re-profiling of those reserves.

S Booth informed Members that the current approved Capital Investment Programme would come to an end within the next 18-24 months.

Therefore, as part of the budget setting process which would come to the Authority in February 2020, additional capital investment proposals would be brought for Members' approval.

In response to a question from a Member, S Booth confirmed that the Bellwin Scheme had been activated over a week ago. The threshold for Bellwin was approximately £105,000, anything above that amount could be claimed back from the government.

Cllr Ross welcomed the cautiously optimistic report and queried whether riding five firefighters on a fire appliance could be the norm in the future.

The DCFO replied that it was currently the aim to ride five and the Service was working with Occupational Health to maximise the productivity and efficiency of staff currently available.

S Booth advised caution as the long-term funding position would not be known until December 2020, but a moderate recruitment course of 18 wholetime firefighters commencing in June had been built into the plan.

In reply to a question from Cllr Ayris, it was confirmed that the reserves strategy would be re-visited in November 2020 when the funding position would be clearer.

Cllr Ransome referred to the 'other expenses' including BMBC charges and queried whether BMBC was responsible for facilities management.

S Booth confirmed that it was a nominal charge for the use of Barnsley Council's facilities e.g. meeting rooms.

**RESOLVED – That the Authority:**

- (i) Accept the updated Medium Term Financial Plan for the financial years 2020/21 to 2022/23, and note the contents of the report, the significance of the savings identified to date and the likely implications of the different funding scenarios for the operational service.
- (ii) Accept the proposed approach for managing reserves as set out in Section C of the report and note the likely use of the useable earmarked reserves over the term of the Plan.

- (iii) Note the up-to-date approved capital programme spending and financing projections 2019/20 to 2021/22 at Section D.
- (iv) Agree to consider new, additional capital investment schemes for approval into the current capital programme as part of the 2020/21 Budget and Council Tax Setting report at Section D.
- (v) Note the known financial risks, uncertainties and events that would need careful consideration and management in the run-up to and when setting the 2020/21 Budget and Council Tax (Section D).

12 DYNAMIC COVER TOOL (DCT) - INTEGRATED RISK MANAGEMENT PLAN (IRMP)

A report was submitted to present information on the Dynamic Cover Tool (DCT) software as part of the Service's commitment to exploring technological aids to support the IRMP, reduce risk and manage resources more effectively.

Members were informed that the DCT was currently being used by Fire and Rescue Services in London, Surrey and the West Midlands to, amongst other things, optimise risk/incident cover from available resources, co-ordinate resources during major incidents and make forward planning decisions for overtime/detachments and distribution of staff and resources.

The DCT would enable staff to access a continuous live map of SYFR's risk, incidents and resource profile, actively displaying the areas where risk had increased or decreased due to resource coverage and its resulting impact on the area in which it was located.

The software also provided a platform for performance management and the Service's impact on community safety/risk management.

The indicative costs were £75,000 for the purchase, licencing, implementation, data migration and training and circa £37,000 annual support and ongoing licence.

It was confirmed that there would be the opportunity to collaborate with other Fire and Rescue Services, which could mean a reduction in costs.

The Tool could also be used with other agencies, e.g. the Police and would have been useful during the floods as it would have informed staff where they needed to move appliances to.

RESOLVED – That the Authority:

- (i) Note the contents of the report.
- (ii) Endorse the Service to progress engagement with stakeholders and other Fire and Rescue Services using the DCT and the required procurement process.

13 THE PROCUREMENT SERVICE - A SIX MONTHLY UPDATE

A report was considered to give an update on Procurement Services, its activities, its support of the roles of SYFR and a report on FS323 Request to Contracts Standing Orders Waiver activity in the preceding 6 months.

In April, Members had requested a six-month update report and the report detailed the progress of Procurement Services for the period April to October 2019.

Members were informed that there had been a slight restructure within Procurement with the loss of a Business Support Officer. It was intended to replace this role with an Assistant Category Manager.

The report gave details of the tenders the Service had been involved in, contracts awarded, ICT procurement, the relocation of the SYFR Central Stores and the reformation of a Regional Procurement Group with North Yorkshire, West Yorkshire and Humberside FRS's.

It was noted that the Service had, over the last 6 months, delivered procurement savings of £427,948,82, detailed analysis of the savings were at Appendix A to the report.

In answer to a question from Cllr Ayris it was confirmed that approved supplier lists were no longer used.

Cllr Ransome thanked D Nichols for an informative report and queried who was responsible for ongoing contracts management.

D Nichols responded that this was the responsibility of the relevant awarding officer and the client officer.

It was agreed that a further update would be provided in six months' time.

RESOLVED –

- (i) That the Authority notes the content of the report and endorses the positive work of the Procurement Services Team.
- (ii) That a further update would be provided to the Authority in six months.

14 LOCAL PENSION BOARD ISSUES

A paper was considered which reported on Local Pension Board issues.

Members were reminded that the Authority had ultimate responsibility as Scheme Manager for the Firefighters' Pension Scheme.

The role of the Local Pension Board (LPB) was to assist the Scheme Manager in ensuring that any delegation in place was managed appropriately and that the Scheme was compliant with the regulations and relevant legislation.

Members were informed that the LPB was responsible for receiving details of any breaches of the law which must be reported to The Pensions Regulator (TPR). Details of a breach were contained within the report and should be formally noted by the FRA. The breach had been reported to TPR.

RESOLVED – That the Authority:

- (i) Recognise and understand the FRA's role as Scheme Manager in owning all the risks associated with pensions, and agree that the LPB Risk Register be reported to them annually as part of the Board's annual report.
- (ii) Recognise and understand the LPB's role in identifying officers to update the risks and in escalating any issues of concern to the Scheme Manager as appropriate.
- (iii) Note the breach reported to The Pensions Regulator and the actions identified to prevent a reoccurrence.

15 LOCAL PENSION BOARD KEY ISSUES AND MINUTES OF THE LAST MEETING HELD ON 15 OCTOBER 2019

L Noble presented a paper which provided a summary of the Key Issues discussed by the Local Pension Board at its meeting on 15<sup>th</sup> October 2019. The minutes and actions from that meeting were also provided to give further detail.

It was noted that the annual training and awareness session with the LGA's Bluelight Pensions Advisor was held before the last meeting of the LPB and was attended by five Members of the FRA.

RESOLVED – That the report be noted.

16 CONTINGENCY FIREFIGHTING ARRANGEMENTS

A report was submitted to update the Authority on Home Office expectations with regards to contingency firefighting arrangements in the event of industrial action.

The report detailed the current arrangements with regards to business continuity, the outcome of the recent OJEU compliance exercise which identified the market strength, along with a range of proposals and associated costs for the consideration of Members regarding the provision of resources during any period of Industrial Action.

RESOLVED – That the Authority:

- (i) Approve Option 1 through a 2-year retainer contract providing 'Officer in Charge' to staff 8 appliances in conjunction with SYFR's Contingency Crews.

The Chair and Cllr Hogarth abstained from the vote on the above matter.

- (ii) Note the mobilisation costs associated with SYFR’s Business Continuity Arrangements, if invoked.

17 APPOINTMENT OF INDEPENDENT MEMBER - AUDIT AND GOVERNANCE COMMITTEE

A report was submitted requesting the Authority to endorse the recommendation of the Evaluation Panel to appoint Andrew Dyson to the vacant role of Independent Member of the Audit and Governance Committee with effect from 24<sup>th</sup> October 2019.

RESOLVED – That the Authority:

- (i) Note the action to date to recruit an Independent member of the Audit and Governance Committee.
- (ii) Agree the recommendation of the Evaluation Panel and appoint Andrew Dyson to the vacant role of Independent member of the Audit and Governance Committee, subject to satisfactory references.
- (iii) Agree to an appraisal process after the first four-year term of appointment (October 2023).

Action Table

No.	Action	Timescale	Officer(s)	Status/ Update
1	Provide Members with an explanation for the overspend on expenses of £10,000.	By the next FRA 13-1-20	S Booth	Information provided to Members via email on 18.12.19 and available via the website link below.
2	To provide Members with a further update on Procurement	FRA June 2020	S Booth D Nichol	

CHAIR

Please follow the link below for further information on the updates of the actions arising from the Fire and Rescue Authority meetings:-

<https://meetings.southyorks.gov.uk/ecSDDisplayClassic.aspx?NAME=SD1250&ID=1250&RPID=402996&sch=doc&cat=13039&path=13039&zTS=D>

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## SOUTH YORKSHIRE PENSIONS AUTHORITY

### LOCAL PENSION BOARD

17 OCTOBER 2019

PRESENT: G Warwick (GMB) (Chair)

T Damms (Sheffield City Council), N Doolan-Hamer (Unison), R Fennessy (South Yorkshire Police), A Gregory (Scheme Member Representative), S Loach (Barnsley MBC), K Morgan (Unite) and D Webster (Scheme Member Representative)

Officers: J Bailey (Head of Pensions Administration), G Graham (Fund Director), M McCarthy (Deputy Clerk) and G Richards (Senior Democratic Services Officer)

C Scott (Independent Advisor to the Board)

Apologies for absence were received from Councillor T McDonald

#### 1 ELECTION OF CHAIR

M McCarthy reminded the Board that at their last meeting they had been unable to come to a decision with regard to the position of Chair.

Since then an informal meeting had been held to discuss the matter.

M McCarthy asked for nominations for the position of Chair.

Cllr Damms nominated Garry Warwick. This was seconded by Nicola Doolan-Hamer.

RESOLVED: That Garry Warwick be elected as Chair of the South Yorkshire Local Pension Board for the ensuing year.

#### 2 WELCOME AND APOLOGIES

The Chair introduced Clare Scott to the meeting who had been appointed as an Independent Advisor to the Board and who had extensive experience of the pensions industry.

C Scott gave a brief history of her roles within the industry and commented that she was looking forward to working with the Board. She would welcome any questions or comments from the Board at any time.

**Action: G Graham to circulate C Scott's contact details to Board members.**

The Chair welcomed everyone to the meeting, especially the new members. Round the table introductions were made.

The Chair suggested a short informal meeting at the close of today's meeting to discuss how the meeting had gone, future agenda items and training needs. This was agreed.

Apologies were noted as above.

3 DECLARATIONS OF INTEREST

None.

4 ANNOUNCEMENTS

None.

5 MINUTES OF THE MEETING HELD ON 25 JULY 2019

RESOLVED: That the minutes of the meeting of the Board held on 25 July 2019 be agreed as a true record.

6 FORMALISATION OF THE MEMBERSHIP OF THE LOCAL PENSION BOARD

The Board considered a report which formalised the membership of the Board following the appointment of several new members.

RESOLVED: That the revisions to the membership of the Board are noted.

7 SOUTH YORKSHIRE LOCAL PENSION BOARD CONSTITUTION

A report was submitted to seek approval for an updated Constitution for the Local Pension Board.

Members were reminded that discussions had taken place over the past few meetings of the Local Pension Board to address issues arising from some instability in membership.

As a consequence of this, it was necessary to formally update the Constitution to reflect the changes agreed and to ensure that the arrangements set out in the Constitution reflected current practice.

The revised Constitution, included at Appendix A to the report, now incorporated:

- The current agreed membership of the Board.
- The arrangements for the register of interests reflected in the Conflicts of Interest policy presented to the Local Pension Board for approval at its October 2019 meeting, including provision for publication.
- The Board's up to date Terms of Reference.

C Scott queried whether there should be an expectation of the amount of member attendance and the consequences of non-attendance within the Constitution.

G Graham agreed that this was a valid point and would be consistent with the Authority's Constitution which stated that a member would be removed from the Authority if they had not attended a meeting for six months.

RESOLVED: That the Board recommend that the Constitution, as set out at Appendix A to the report, be put to South Yorkshire Pensions Authority for approval.

## 8 QUARTERLY ADMINISTRATION UPDATE

J Bailey presented the Quarterly Administration report which updated the Board on administration performance and topical issues for the period 1 July 2019 to 30 September 2019.

### Staffing Issues

Members were reminded that the administration service had been undertaking a consultation on a restructuring of the service following approval by the Staffing, Appointment and Appeals Committee in June 2019.

The consultation had now closed without the requirement for revision to the original proposals and the new structure was in the process of implementation. Appendices to the report detailed the previous structure, the final new structure and a list of the new and deleted reports.

The restructure had been designed to facilitate improved resource allocation to customer focus (for both employers and scheme members) and the increased application of technology to improve efficiency.

In response to a question from C Scott, J Bailey commented that although it had been an unsettling time for staff, they now seemed positive about the future and had come to terms with the need to change.

The Board noted that overall sickness absence had reduced for the quarter but unfortunately two new cases of long term absence had arisen towards the end of the quarter.

### Case Work Performance

The report detailed the case work performance for the quarter, with figures from the previous year shown for comparison.

Overall performance had dipped significantly in Quarter 2; this was mainly due to data cleansing work which had been undertaken during the period and the fact that the team were carrying a number of vacancies.

During a previous meeting, the Board had asked to see the volumes of cases that were outstanding. This data was now included within the report and detailed the volume of cases which were pending (awaiting a third party response) and those which were either being processed or ready to be processed.

G Warwick questioned how many deferred members had been lost track of.

J Bailey replied that it was in the region of 5,000 and also informed the Board that the Service was currently engaged in a collaboration to procure a tracing agency.

N Doolan-Hamer queried how many new joiners who were auto-enrolled subsequently pulled out of the Scheme.

J Bailey explained that these figures weren't recorded as it was an employer matter but average retention figure were around 85%. It was confirmed that only very small numbers of employees took up the 50-50 pension option.

### Employer Performance

Members were reminded that employers had responded well to the switch to monthly data collection and although responsiveness remained high in general, one of the councils had recently switched payroll system and had not been able to deliver their most recent monthly returns in a timely manner. SYPA were working with the employer to help ensure the short term problem was remedied as soon as possible.

C Scott enquired how the Authority dealt with employers who were persistently late with data or contributions.

J Bailey replied that there was no significant issues with collecting contributions; at the moment they were consulting through the Employers Forum with regard to switching contribution payments to direct debit.

With regard to data submissions, the Authority had a strong Administration Strategy that enabled the Authority to fine employers for non-compliance. There was rarely a need for this to be used.

### Scheme Member Engagement

The Board was reminded that a survey had been issued to members who had recently retired to measure their levels of satisfaction with the process.

During the period approximately 500 members had retired and 69 of them had responded to the survey.

Overall positive satisfaction levels were over 92% which was pleasing, but the responses for those less satisfied suggested that the retirement documentation would benefit from a review. This would be undertaken by the newly-appointed Customer Services Manager.

The Annual Benefit Statements were issued online in 2019 and an exercise had been carried out to encourage all scheme members to sign up to use the online portal. Appendix D showed the number of registration since October 2018.

The online registrations continued to increase and further communications would be issued to members and employers to encourage everyone to register for the portal.

### The Pensions Regulator

The Fund Director had circulated the link to the Pensions Regulator's report on the engagement that had taken place with 10 local government funds. Officers would be pleased to include further information in any future reports on any area highlighted by the Regulator as worthy of consideration.

D Webster queried whether it was good practice for the Board to review the Risk Register.

The Fund Director replied that the Pensions Authority's Audit Committee focused on the Risk Register but noted the need for the Board to have assurance that appropriate risk management and governance were in place.

The Head of Pensions Administration commented that members of the Board were welcome to attend Audit Committee meetings for assurance.

The Chair thanked J Bailey for a comprehensive report.

RESOVLED - That the report be noted.

## 9 REVIEW OF BREACHES, COMPLAINTS AND APPEALS

The Board considered a report to update members on the latest available record of reported breaches and provided details of complaints and appeals for the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019.

Appendix A detailed nine breaches, five of which were not Authority related. Of the four that were, only one required a change to an existing process. It was not necessary to report any of the breaches to the Pensions Regulator or the Data Protection Officer.

Following audit recommendations, a revised draft Reporting Breaches Procedure which explicitly referenced requirements under the General Data Protection Regulation, was attached at Appendix B and which highlighted the proposed changes to the procedure.

There had been eight complaints during the period, details of which and actions taken were detailed at Appendix C.

RESOLVED – That the Board:

- (i) Note the summary of breaches.
- (ii) Note the proposed update to the breach reporting procedure.
- (iii) Note the outcome of complaints received.

## 10 DATA QUALITY AND IMPROVEMENT

A report was submitted which gave an update on progress with the Data Improvement Plan ahead of the Pensions Regulator's annual return.

The Board were reminded that the Pensions Regulator had required Funds to report on the quality of common and conditional data for the first time in 2018/19.

The scores reported to the Regulator last year were:

Common Data:	96%
Conditional Data:	87%

For the 2019-20 exercise, which would be submitted to the Regulator in November, the Scheme Advisory Board had developed draft guidance consisting of a reduced set of 22 conditional data items which were to be used by LGPS funds as a basis for measuring their data.

SYPA's in-house data quality software tool (DART) was being further developed to cope with the changes.

Members were reminded that a draft Data Improvement Plan was provided in January 2019 based on the outcomes of the scoring. This was intended as a working document and it was likely that the actions under the Data Improvement Plan would need to change again once the results of the latest scoring were known.

The previous improvement plan had been updated and progress against common and conditional data were detailed in the appendices.

RESLOVED – That the Board:

- (i) Note the proposed changes to the measurement of conditional data.
- (ii) Note the progress made with the existing Improvement Plan.

## 11 LOCAL GOVERNMENT PENSION SCHEME - GOOD GOVERNANCE REVIEW

A report was submitted which informed the Board of the conclusions of the Good Governance Review carried out on behalf of the Scheme Advisory Board. The full report by Hymans Robertson, including the results of the survey, was included as an appendix.

The proposals detailed in the review and their implications for SYPA were set out in the report.

One of the proposals was that Authority members should be trained to the standard required of members of Local Pension Boards. The Board discussed the difficulties this could present, especially with the high turnover of Authority members each year.

The Board also discussed their own training requirements and the importance of training being pitched at the right level, members needed enough knowledge and confidence to be able to ask the right questions.

G Graham commented that short one hour sessions could be arranged for either before or after Board meetings.

G Richards would send out a training needs analysis form for members to fill in to see which areas should be focused on.

Other proposals included:

- The introduction of new statutory governance guidance.
- An enhanced annual governance compliance statement.
- The development of a formal Conflicts of Interest policy.
- An overall assessment of the effectiveness of the Authority's governance from an independent source.

The Fund Director reminded the Board that SYPA (along with the Environment Agency and the London Pension Fund Authority) were different other Authorities and there were a number of areas where the proposed framework was unlikely to fit for SYPA.

This would be raised with the Scheme Advisory Board and SYPA would work with the other unique administering authorities to ensure the final guidance would accommodate not just the "standard" administering authority that forms part of a council but also the various other arrangements that are in place across the scheme.

RESOLVED – That the contents of the Good Governance Review are noted.

## 12 REVIEW OF CONFLICTS OF INTEREST POLICY

The Conflicts of Interest Policy was presented to the Board after review.

The Board were informed that following review the Conflicts of Interest Policy required no significant amendment and was attached at Appendix A for approval. The approved version would be published on the internet for the purposes of transparency.

Members noted that the Monitoring Officer had reviewed the interests declared by members of the Board and concluded that there were no declared interests which require specific measures to be put in place.

RESOLVED – That the Board:

- (i) Approve the Conflicts of Interest Policy following review.
- (ii) Note that following review of the declared interests of members by the Monitoring Officer there were no issues that required additional measures to ensure they are managed at this point.
- (iii) Agree that in future both the Policy and the register of interests should be reviewed on an annual basis and the results of the review reported to the Board to ensure public accountability.
- (iv) Agree that the register of interests should be publicly available in the same way as for elected members of the Pensions Authority to ensure transparency.

CHAIR



**SOUTH YORKSHIRE POLICE AND CRIME PANEL**

**RECEPTION ROOM, TOWN HALL, CHURCH STREET, BARNSELEY, S70 2TA**

**2 DECEMBER 2019**

PRESENT: Councillor D Nevett (Doncaster MBC) (Chair)

Councillor S Sansome (Rotherham MBC) (Vice-Chair)

Councillors: M Cook (Sheffield City Council), J Grocutt (Sheffield City Council), P Garbutt (Sheffield City Council), J Otten (Sheffield City Council), P Short (Rotherham MBC) and S Wilkinson (Doncaster MBC)

Independent Co-opted Members: Mr A Carter and Professor A James

Dr A Billings (South Yorkshire Police and Crime Commissioner)

M Buttery, M Clements, S Parkin and K Wright  
(Office of the South Yorkshire Police and Crime Commissioner)

M McCarthy, L Noble and A Shirt  
(Barnsley MBC)

Apologies for absence were received from  
Councillor M Dyson (Barnsley MBC) and Councillor K Mitchell (Barnsley MBC)

1 **WELCOME AND INTRODUCTIONS**

Councillor Nevett welcomed Professor Adrian James, the Panel's newly appointed Independent Co-opted Member to his first meeting.

Councillor Peter Short was also welcomed back to the Panel.

2 **APOLOGIES FOR ABSENCE**

Apologies for absence were noted as above.

3 **ANNOUNCEMENTS**

Councillor Nevett congratulated Councillor Sansome on his appointment to Vice-Chair of the National Association of Police, Fire and Crime Panels.

The appointment had been made at the recent Annual Police, Fire and Crime Panels Conference held in Warwick on 18<sup>th</sup> - 19<sup>th</sup> November 2019.

4 **URGENT ITEMS**

None.

5 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

None.

6 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

7 PUBLIC QUESTIONS:-

7A TO THE POLICE AND CRIME COMMISSIONER

There were no public questions to the Police and Crime Commissioner.

7B TO THE POLICE AND CRIME PANEL

There were no questions to the Police and Crime Panel.

8 MINUTES OF THE MEETING HELD ON 2ND SEPTEMBER 2019

Councillor Sansome commented that Members of the Panel had previously raised concerns about the inadequacies of the 101 service. He added that, for some residents the 101 and 999 service was the only route to report crime and anti-social behaviour.

At the November Public Accountability Board, Chief Constable Watson had confirmed that the Force had almost completed their own internal review of the 101 service.

Councillor Sansome asked if Panel Members could receive a copy of the Force's report when this was available, as this would impact upon the achievability of the priorities contained within the Commissioner's Police and Crime Plan.

Furthermore, he felt that the Panel should have input into the Force's review and/or the independent review being carried out by the OPCC to enable the Panel to fulfil its scrutiny role.

RESOLVED – That the minutes of the Police and Crime Panel held on 2<sup>nd</sup> September 2019 be agreed and signed by the Chair as a correct record.

9 MONITORING DELIVERY OF THE POLICE AND CRIME PLAN - QUARTERLY REPORT (JULY - SEPTEMBER 2019)

A report of the Commissioner was submitted to present the Quarterly Report for the period July-September 2019, produced from the developing Police and Crime Commissioner's (PCC's) Police and Partners Performance Framework.

The report also aimed to provide information around how the police and partners, as well as the Office of the PCC (OPCC) are working to achieve the outcomes and priorities set out in the Police and Crime Plan for South Yorkshire.

A copy of the Quarterly Performance Report was presented at Appendix A to the report for Members' information.

The Commissioner reported that:

- The recorded level of Anti-Social Behaviour had been steadily decreasing. The levels so far during 2019-20 were lower than the same period in the previous year.
- The recorded level of Stop and Search had increased, primarily as a result of the Force receiving Surge funding to specifically tackle organised crime gangs.
- The number of 999 and 101 calls had shown an increasing trend since January 2019.

In response to Councillor Sansome's earlier comments around 101, the Commissioner stated that there were alternative means for residents to contact the Police other than the 101 service.

The Commissioner explained that caller demand continued to rise on a daily basis. On an average day, the Force receives 2,383 telephone calls. Of this 1,624 were to 101 and 759 were, 999 calls.

Up to the 26<sup>th</sup> November 2019, the average wait time for a 101 call to be answered was 8 minutes, with the bulk of calls being answered more quickly. The average wait time for a 999 call to be answered was 13 seconds.

The Commissioner had asked the Force how many 101 calls were answered within a few minutes and the answer provided was that, 68% of 101 calls are now answered within two minutes and 83% are answered within three minutes by the switchboard.

The Commissioner went on to state that, although this is not a satisfactory position, it was much better than the public perception. The Force now has 'call back assist', used at busy periods to allow callers to leave their details for a return call later. In the New Year, a new function would be released, whereby people would hear recorded messages with a full menu of options, allowing callers who know who they need to speak to bypass call handlers.

Councillor Wilkinson queried the length of the recorded messages, suggesting that people would abandon their call if it was too long.

The Commissioner agreed to raise this with the Chief Constable.

In relation to the data collected for call times, it was confirmed that the 'clock' only starts after callers have heard the recorded messages, which added 90 seconds to the length of the call.

Councillor Sansome stated that, although he could not challenge the accuracy of the figures provided by the Commissioner, the feedback he had received from the public suggested a different experience. The figures provided did not include abandoned calls. He suggested that the 'call back assist' function be extended to 24 hours a day to get trust and confidence back in the call handling system, and reduce the number of people abandoning calls.

A Carter paid tribute to the work undertaken by the call handlers at Atlas Court. From recent Panel visits to Atlas Court he had been impressed with the professionalism of the call handlers who were very conscientious and empathetic in dealing with the public.

Professor James commented that providing information on average waiting times was not a helpful measure. The actual figures were being distorted with occasionally very long waits. He asked if there might be other measures that could be looked at that might present a more accurate picture of the waiting times.

The Commissioner acknowledged Professor James' comments. He replied that he was nervous about using another way of measuring waiting times, when the Force had been consistently using the same set of measurements. He added that he would ask the Force to look at the median value.

In response to a question from Councillor Nevett, the Commissioner assured the Panel that they would be involved in the reviews of the 101 service.

Professor James highlighted that the number of referrals for restorative justice appeared remarkably low. He asked what scope there might be for increasing referrals for restorative justice and if there were any figures available that would show, for example, gender of those referred and the offences for which they were referred etc.

The Commissioner acknowledged the request. He replied that restorative justice was relatively new, and for it to work, it required the consent of both the offender and the victim.

Councillor Otten referred to 'Protecting Vulnerable People' and identifying "cuckooing" of victims. He asked if there was a joined-up approach with partner organisations to ensure that intelligence was passed to the Police.

The Commissioner replied that there were some areas in South Yorkshire where the Police, local authority and partners' work very closely with each other, however this was different in each area. He acknowledged that this was an area which required improvements, in respect of organisations passing information to the Police.

Councillor Otten added that, due to current demand on the 101 system, there was a risk of intelligence not being received by the Police in a timely manner. He asked if the Force had made any progress in implementing the online reporting system.

K Wright replied that the online reporting system was now fully operational. He agreed to obtain information from the Force to show how many reports had been made to the Police via the online reporting system.

Councillor Garbutt asked if future reports could include the long-term performance trends.

The Commissioner agreed to the request.

Councillor Grocutt asked if there was any information available on the outcomes of Stop and Search. She asked if a breakdown could be provided on the age and ethnicity of those individuals who had been subject to Stop and Search, the number of Stop and Searches that had been undertaken as a result of surge funding and the number of Stop and Searches that had been undertaken routinely by officers on patrol.

Furthermore, she asked if information could be provided on the results obtained from the Stop and Search online feedback form and if there had been any complaints received.

The Commissioner acknowledged the requests for information. He added that no complaints had been brought to his attention in respect of Stop and Search.

M Buttery tabled a University College of London diagram to contextualise what the Commissioner had reported in terms of increasing demand. The diagram explained that, in five years crime-related demands on the Police had almost doubled.

K Wright reported that the OPCC would be running a Workshop early in the New Year to engage with Panel Members around setting measures for the Police and Partners Performance Framework.

**RESOLVED – That Members of the Police and Crime Panel:-**

- i) Noted the contents of the report and commented on any matters arising.
- ii) Noted that the Commissioner had agreed to raise with the Chief Constable the Panel's concerns regarding the length of the recorded messages which would detail the full menu of options being released in the New Year.
- iii) Noted that the Commissioner had agreed to ask the Force to look at the median value in respect of call waiting times.
- iv) Noted that the Commissioner had agreed to provide Professor James with details on the gender of those referred for Restorative Justice and the offences for which they were referred etc.
- v) Noted that K Wright had agreed to obtain information from the Force to show how many reports had been made to the Police via the online reporting system.
- vi) Noted that future reports would contain a long-term performance trends.

- vii) Noted that the Commissioner had agreed to provide Councillor Grocutt with information on the outcomes of Stop and Search, a breakdown on the age and ethnicity of those individuals who had been subject to Stop and Search.
- viii) Noted that the Commissioner had also agreed to provide Councillor Grocutt with a breakdown in relation to the number of Stop and Searches that had been undertaken as a result of surge funding and the number of Stop and Searches that had been undertaken routinely by officers on patrol.
- ix) Noted that the Commissioner had agreed to provide Councillor Grocutt with the results obtained from the Stop and Search online feedback form.

10 USE OF RESOURCES - QUARTER 2 BUDGET MONITORING REPORT 2019/20

The Commissioner introduced a report which provided Members of the Panel with a summary of the forecast financial position for the period 1 April 2019 to 30 September 2019. The report covered the budget managed by the Chief Constable of South Yorkshire Police force and budgets managed by the Office of the Police and Crime Commissioner.

As at 30 September 2019, the projected year end outturn position was a £427k underspend on the Chief Constable's budget, and a forecast underspend of £112k on the PCC and OPCC budget.

Members were informed that the main reasons for the quarter two forecasted variances related to pay and overtime. A summary of the forecasted underspends were set out in the report for Members' information.

Councillor Otten asked if the 2019/20 budget contained a certain amount of catch-up which was undelivered in previous years.

M Clements replied that the original 2019/20 approved budget did contain an element of catch-up from previous years.

Councillor Sansome asked if the Panel could be provided with information on the Force's savings targets which had been achieved. He also asked if information could be provided on the last 3 years' of underspends showing the impact on reserves.

The Commissioner acknowledged the request.

Councillor Sansome asked what savings had been achieved from the PCSO review.

The Commissioner replied that the PCSOs review was not an exercise in making savings; any savings that were released as a result of the review would be re-applied to strengthen Neighbourhood Teams.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Scrutinised the reports and noted the forecast revenue and capital financial positions as at Quarter Two (period ending 30 September 2019).
- ii) Noted that the Commissioner had agreed to provide the Panel with information on the Force's savings targets which had been achieved.
- iii) Noted that the Commissioner had agreed to provide information to the Panel on the last 3 years' of underspends showing the impact on reserves.

**11 SOUTH YORKSHIRE CRIMINAL JUSTICE BOARD**

A report of the Commissioner was submitted to provide a brief overview of the priorities of the South Yorkshire Local Criminal Justice Board (LCJB) and to provide Members with an update in relation to forthcoming changes in relation to the provision of Probation services.

Members noted that the South Yorkshire Criminal Justice Board had reviewed its progress in relation to local delivery plans during 2019-20 when it met in October, within the context of locally agreed priorities. Progress in relation to criminal justice measures, that are publicly available, featured within the report at Item 9, 'Quarter 2 - Performance Report against the Police and Crime Plan'.

M Buttery stated that she would make enquires with L Mayhew to ascertain if a further report could be presented to the Panel on the 2019/20 performance year, given much of the data collected is not publicly available.

Members noted the forthcoming changes in relation to the provision of Probation services, which were expected to be fully implemented by late spring 2021.

RESOLVED – That Members of the Police and Crime Panel:

- i) Noted the contents of the report.
- ii) Noted that M Buttery would make enquires with L Mayhew to ascertain if a further report could be presented to the Panel on the 2019/20 performance year.

**12 HEALTH AND WELLBEING - SUPPORT PROVIDED TO SOUTH YORKSHIRE POLICE OFFICERS AND STAFF**

The Commissioner introduced a report to provide Members of the Police and Crime Panel with information on the work taking place to support the health and wellbeing of South Yorkshire Police officers and staff.

Members noted the measures implemented by the Force to support police officer and staff wellbeing.

Councillor Grocutt stated that she welcomed the measures implemented by the Force, but felt that the term 'improving absenteeism' as set out in the report could be taken out of context.

Furthermore, Councillor Grocutt asked if the Panel could receive a report at a future meeting on the Force's Workforce Strategy.

The Commissioner acknowledged Councillor Grocutt's comments. M Buttery added that she would work with L Noble on the timescales for providing a report to the Panel.

M Buttery reported that she would provide feedback to the Force in relation to the language used around improving absenteeism. It was suggested that "supporting good attendance" would be more appropriate.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the contents of the report and commented on any matters arising.
- ii) Noted that M Buttery would work with L Noble to identify the timescales for providing a report to the Panel on the Force's Workforce Strategy.
- iii) Noted that M Buttery would provide feedback to the Force in relation to the language used around improving absenteeism. It was suggested that "supporting good attendance" would be more appropriate.

13 HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS) UPDATE

A report of the Police and Crime Commissioner was presented to provide Members with an update on the latest South Yorkshire HMICFRS inspection reports.

The Commissioner circulated a document which provided the Panel with a table of results detailing the Force's PEEL: Police Effectiveness, Efficiency and Legitimacy 2018/19 report published on 27 September 2019.

HMICFRS had rated the Force as "Good" in all 3 areas and in the particular areas of developing an ethical culture and tackling corruption, the Force had been rated as "Outstanding".

Councillor Sansome asked if Panel Members could be provided with narrative around HMICFRS recommendations published in 2015, and the progress against these.

The Commissioner replied that the recommendations from 2015 had now been closed off, but agreed to provide the Panel with the information requested by Councillor Sansome.

Professor James highlighted that, in relation to protecting vulnerable people, he had noted that, 'officers need to spot less obvious signs of vulnerability more consistently'. He asked what measures were being taken to ensure high levels of consistency.

The Commissioner suggested that Members be referred to the HMICFRS report in regard to this particular area and the Chief Constable's response.

M Buttery added that the Force kept a database of all recommendations that had been issued by HMICFRS and the progress tracked against those. From an assurance perspective, K Wright (OPCC) works in liaison with the Force to ensure that recommendations are being discharged in a timely manner, and that risks are understood. In addition, there was a monthly meeting of a Performance Group, Chaired by the Deputy Chief Constable where HMICFRS actions are discussed.

In relation to paragraph 23 of the report, Councillor Wilkinson noted that one of the areas highlighted as a 'cause for concern' was in respect of the Force not consistently meeting the requirements of PACE, code C of its codes of practice, or section 31 of the Children and Young Persons Act 1933, which requires that all detained girls should be in the care of a woman. She asked if this related to a female police officer or a social worker.

The Commissioner replied that the cause for concern had arisen from an unannounced inspection of the Custody Suites in Doncaster, Sheffield, Rotherham and Barnsley. He was of the impression that a female police or detention officer should be available for a female detainee.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the contents of the report and commented on any matters arising.
- ii) Noted that the Commissioner had agreed to provide narrative around the Force's HMICFRS recommendations published in 2015, and the progress against these.

#### 14 HOME OFFICE FUNDING UPDATE

A report of the Chief Finance and Commissioning Officer was submitted to provide Members with further information on additional Home Office funding received in 2019/20, specifically relating to tackling serious violence and increasing police officer numbers.

The Commissioner highlighted that there were challenges associated with the Violence Reduction Unit monies and Surge funding due to there being no confirmation yet that the Home Office grant would continue to be received in 2020/21.

The Home Office had confirmed the national funding allocation for VRUs of £35m would continue in 2020/21. It was noted that South Yorkshire's share of this would not be confirmed until bids had been submitted.

In relation to the uplift in police officer numbers, the funding share for South Yorkshire in 2020/21 would not be known until the funding settlement is received, and this is now expected to be in January 2020 due to the General Election.

RESOLVED – That Members of the Police and Crime Panel noted the contents of the report and commented on any matters arising.

15 COMPLAINTS UPDATE

A report of the Deputy Clerk was submitted to provide the Panel with a regular update on complaints made against the Police and Crime Commissioner (PCC) during the period April to November 2019.

Members noted that one complaint had been received by the Panel in relation to the PCC. The complaint was considered by the Panel's Legal Adviser as non-recordable. A letter was issued to the complainant and no further correspondence had been received.

Councillor Nevett noted that the complaint had been received in July, but a reply had not been issued until October. He asked what the standard reply time was for responding to complaints.

L Noble replied that there had been a delay in responding due to the previous Legal Adviser leaving Barnsley MBC and a change-over taking place. Discussions would take place with Legal Services to ensure that complaints are responded to in a more timely manner.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the update.
- ii) Noted the synopsis of complaints received.

16 POLICE INTEGRITY REFORMS - COMPLAINTS REFORM

A report submitted to the Public Accountability Board (PAB) held on 7<sup>th</sup> October 2019 was presented to provide Members with details of forthcoming changes to the police complaints system and the role of the Police and Crime Commissioner (PCC) within that.

Members noted that the legislation provides three possible models for adoption. Model 1 being the mandated model, with further more enhanced roles for PCCs described in Models 2 and 3.

On 15<sup>th</sup> August 2019, the PCC decided to adopt Model 1 and not to extend his role beyond the minimum required by the new legislation. It was noted that the PCC would revisit this decision in the future, once the new regulations are implemented and the impact of the changes are more clearly understood.

Members noted that preparations were currently underway to implement this decision.

The Independent Ethics Panel (part of the OPCC's governance structure) would provide assurance in respect of the implementation of this decision.

RESOLVED – That Members of the Police and Crime Panel noted the Complaints Reforms as reported to the PAB on 7<sup>th</sup> October 2019.

17 GATHERING THE VIEWS OF THE PUBLIC IN SOUTH YORKSHIRE

A report was presented to provide the Panel with an overview of the main areas of activity undertaken by the Commissioner in fulfilling their statutory duty to consult with the public as well as holding South Yorkshire Police to account for making arrangements to consult.

Members noted that in respect of gathering the views of the public, Police and Crime Commissioners have a statutory duty to:

- Consult with the public and the Police and Crime Panel on the level of council tax precept for policing.
- Consult with the public and the Police and Crime Panel in order to set the priorities outlined in the Police and Crime Plan.
- Hold the Chief Constable to account for making arrangements to obtain the views of local people.

The report provided Members with a brief overview of some of the main areas of activity undertaken to comply with this statutory duty.

Professor James referred to the 'Your Voice Counts' survey delivered to around 7,000 randomly selected households. He asked if this was an accurate description of the methodology applied and if the survey was helpful in terms of receiving feedback. He also asked if a representative survey would be more useful that actually represented the demographic make-up of South Yorkshire.

K Wright replied that the 'Your Voice Counts' survey was undertaken by the Force; he was unsure how the Force's random sample was undertaken. Generally, the Force had experienced difficulties in obtaining responses to the survey.

It was noted that the OPCC had undertaken a survey previously to obtain the views of hard to reach individuals, which showed a different perspective to the Your Voice Counts survey.

Professor James added that it would be reassuring to know that the views from rural communities in South Yorkshire were being obtained.

The Commissioner replied that some of the OPCC's postal survey returns would have been from rural communities.

Councillor Nevett asked what the response rate had been from the 7,000 surveys issued.

K Wright agreed to obtain details and provide Members' with an update after today's meeting.

RESOLVED – That Members of the Police and Crime Panel:

- i) Noted the contents of the report.

- ii) Noted that information would be provided by the OPCC on the response rates to the Your Voice Counts survey.

18 PCC DECISIONS

A report of the Police and Crime Commissioner was presented to provide Members of the Panel with information on the decisions taken by the Commissioner since the last meeting.

RESOLVED – That Members of the Police and Crime Panel noted the contents of the report and commented on any matters arising.

19 LEARNING AND DEVELOPMENT UPDATE

A report was submitted to update Members on current events – national, regional and local, together with future plans in respect of learning and development for the Panel.

Since the September Panel meeting, three new Members, Councillor Cook, Councillor Short and Professor James had joined the Panel and received formal inductions.

Professor James asked that his thanks be placed on record to the Commissioner and to the OPCC for providing his induction. He also thanked L Noble and A Carter for the support they had provided to him.

Four Panel Members and L Noble had attended the Annual Police Fire and Crime Panels conference in Warwick on 18<sup>th</sup> – 19<sup>th</sup> November 2019. A summary of the key points and presentations from the conference would be circulated to Members shortly. A link would also be circulated to details of the Strategic Policing Review in England and Wales and how Members' could contribute.

A Carter suggested that the Panel may wish to consider a co-ordinated (Panel) submission to the Strategic Policing Review rather than individual responses. Any submissions should be sent to L Noble who will ensure a collated response by 20<sup>th</sup> December 2019.

Councillor Cook provided the Panel with her observations from the Annual Police Fire and Crime Panels conference.

A Panel visit to Atlas Court was scheduled for 4<sup>th</sup> December 2019. A visit to the SARC would be arranged for the end of January 2020.

In relation to future events, Members noted that an Annual Session with Frontline Consulting to review the Panel's activities over the year and discuss any issues / plan for 2020/21 was provisionally scheduled for 6<sup>th</sup> April 2020 (this is currently in the work programme as a Panel meeting, but was dependent on the date of the PCC elections and purdah).

Councillor Wilkinson informed the Panel that she had attended a Doncaster Domestic Abuse Conference at the beginning of November, which had been a

fantastic event. Councillor Wilkinson asked that her thanked be passed onto the event organisers.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the update.
- ii) Provide suggestions for future learning and development.

**20**    WORK PROGRAMME / PAB DATES

Members considered the 2020 Work Programme and were reminded that they could submit issues for the Work Programme that fall within the Panel's Statutory role in supporting and / or holding the Commissioner to account.

All issues would be given full consideration by the Chair, Vice-Chair and Commissioner at the pre-agenda planning meetings.

Additionally, Members were encouraged to attend meetings of the Commissioner's Public Accountability Board (PAB) to increase their operational knowledge.

Councillor Nevett referred to the PAB meeting scheduled for 7<sup>th</sup> February 2020. He asked if a visit to Doncaster's Custody Suite could be arranged for Members, prior to, or at the conclusion of, the PAB on 7<sup>th</sup> February 2020.

The Commissioner acknowledged the request.

RESOLVED – That Members of the Police and Crime Panel:-

- i) Noted the contents of the 2020 Work Programme.
- ii) Noted that (if possible) arrangements would be made for Members to visit Doncaster's Custody Suite on 7<sup>th</sup> February 2020.

**21**    DATE AND TIME OF THE NEXT MEETING

RESOLVED – That the next meeting of the Police and Crime Panel be held on Thursday 6<sup>th</sup> February 2020, 1:00 pm in Meeting Room 14, Town Hall, Church Street, Barnsley (this date had been moved from 3<sup>rd</sup> February 2020 due to the late announcement of the budget settlement).

A Budget Familiarisation Session for Panel Members will be held on Wednesday 29<sup>th</sup> January 2020, 2:00 pm in Meeting Room 3, Town Hall, Church Street, Barnsley.

CHAIR

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# TEAM DONCASTER STRATEGIC PARTNERSHIP

15th October 2019

## **Present:**

Mayor Ros Jones (Chair); Alan Adams Doncaster Children's Services Trust, Dolly Agoro (Vice Chair Inclusion and Fairness Forum); Damian Allen, Doncaster Council; Cllr Rachael Blake; Cllr Nuala Fennelly; Clair Mowbray, National College for Advanced Transport and Infrastructure; Shaun Morley (South Yorkshire Police); Jackie Pederson (Doncaster Clinical Commissioning Group); Stefan Rodgers (representing the Doncaster Chamber); Kathryn Singh (RDASH); Paul Tanney (St Leger Homes); and Anne Tyrrell, Doncaster College.

**Also in attendance from Doncaster Council:** Lee Tillman and Allan Wiltshire.  
Scott Cardwell (For Agenda Item 3 Future High Streets Fund and Future Towns)

## **Tier 1 Data Sharing Agreement**

Partners were advised that the document had been circulated with a view to full sign-off being completed by all agencies. There would be a follow-up with those organisations yet to respond.

## **Climate Change and Sustainability: Climate and Biodiversity Emergency Declaration**

The next meeting of the Doncaster Local Commission on Climate Change and Biodiversity Crisis will be held on Friday 25 October 2019. Ongoing activity included establishing Doncaster as a place with net-zero emissions; and holding public stakeholder engagement events on transport, housing and behavioural change. Doncaster Council is working with One Carbon World examining our carbon footprint and the offer of an off-set grant to become carbon neutral.

### **1. Future High Streets Fund and Towns Fund**

The announcement of the Future High Streets Fund and Towns Fund is welcome and supports our place-based approach and strong local plans. They will enable Doncaster to accelerate delivery of key projects and can be used as a DGT delivery fund. There will be opportunities to align activity with other programmes e.g. Transforming Cities Funding, which is being considered at Cabinet on 8th October 2019.

It was agreed that:

- a) As the Future High Streets Fund is successful pending the submission of a detailed business case by January 2020, an update on financial proposals will be presented at a future meeting; and
- b) To ensure we take every opportunity to make sure future development is 'age-friendly' details of the discussions held at the health and Wellbeing Board Age Friendly Communities Workshop would be made available.

### **2. Doncaster Growing Together Portfolio Update**

Partners received an update on DGT programmes and a snap shot of progress including Social Mobility Opportunity Area; Education Inclusion; and Education Transformation (Learning Theme); Business, People, Pace and Business Intelligence (Working Theme); Town Centre; Complex Lives; Housing – Homes for All; Get Doncaster Moving; and Arts, Creativity and Culture (Living Theme); Doncaster Place Plan and Areas of Opportunity (Caring Theme); and DGT Local and Community Engagement Strategy (Connected).

### **3. Place Plan Refresh**

The refresh of the Doncaster Integrated Partnership (ICP) Place Plan was presented at the meeting ahead of its launch on 16th October 2019. It provides Team Doncaster's approach to delivering the Caring Theme of Doncaster Growing Together. The focus is therefore on the integration and reform of services specifically associated with supporting and enabling the health and wellbeing of the local population: NHS, social care and closely allied services such as housing, Wellbeing, Community Services and the voluntary, community and faith sector. The refresh supports the ICP to strengthen its approach to prevention and early intervention by harnessing the resources and support already available in local neighbourhoods. The four-layer model developed by the ICP gives equal weight and attention to this for the first time. It recognises that improving the health and well-being of the local population will not be achieved by strengthening hospital care and general practice in isolation or that the schools or social care can address challenges to children and families alone.

#### **4. Doncaster Talks 2019, DGT Summit and Doncaster Growing Together**

The draft 2019 State of the Borough Assessment was presented at the meeting; together with updates on Doncaster Talks and preparations for the TD Summit to be held on Friday 8 November 2019 – all of which will inform a new Doncaster Growing Together (DGT 2.0) Plan.

#### **5. SCR Governance Arrangements: Maximising TDSP Engagement**

Partners considered a proposed approach that will enable Team Doncaster to maximize engagement, influence agendas and collectively ensure Doncaster's priorities are reflected. It was envisaged this will assist a collaborative effort on behalf of the place and lead to increased influence in Sheffield City Region activities.

#### **6. Brexit Preparedness and Devolution Update**

Partners have participated in the TD Brexit Group. Doncaster is as prepared as we can be and managing any potential risks. We are ready with asks in respect of post-Brexit critical funding streams. With regard to Devolution we continue to pursue the One Yorkshire approach with the creation of the Yorkshire Committee; preparing for climate change; awaiting post-Brexit opportunities; and designing Devolution post 2022. Damian Allen stated that there a tour of key priority areas of the borough was planned and details and engagement with key partners would be arranged once we have a date.

#### **7. Team Doncaster Hate Crime Seminar**

Partners supported a proposal from Tell MAMA to hold a Team Doncaster seminar, on 21st November 10.00am – 12 noon, to identify what resources and activities are available across Doncaster to tackle Hate Crime. Each partner will be invited to deliver a brief presentation highlighting their delivery model on hate crime. The session will highlight any collective shortfalls or equally may verify that we have a coherent approach across the Borough. It will provide a good benchmark to ensure that Doncaster continues to thrive economically and socially. The findings can be used to support existing work streams of partner's organisations or encourage joint working.

#### **8. Review of TD Partnership Arrangements**

It was confirmed that the review of TD Partnership arrangements will be pursued in line with the development of the new DGT Borough Strategy.

#### **9. National College for Advanced Transport and Infrastructure**

Clair Mowbray confirmed that the National College for High Speed Rail has announced has rebranded to the National College for Advanced Transport & Infrastructure (NCATI). The name change reflects the broader transport and infrastructure remit of the college, which is widening its scope to meet growing demand across the sector. The curriculum is being developed with employers ahead of the launch in January 2020.