



# Doncaster Council

Would you please note that Group Meetings will be held at 10.00 a.m.

## 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:** Premier Suite, Floor 3, Doncaster Racecourse

**Date:** Friday, 21st May, 2021

**Time:** 11.00 am

**(Please Note: Public spaces to attend the meeting are limited. Members of the public wishing to attend the meeting to contact Governance Services on 01302 737462 / 736723 / 736716 / 736709 by 9.00 am on Friday, 21st May, 2021).**

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**Damian Allen**  
Chief Executive

## ITEMS

1. Apologies for Absence.

**Inauguration of Chair and Vice Chair of Council – Procedure**

1 - 2

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Issued on: Thursday, 13 May 2021

**Governance Officer for this meeting**

David Taylor  
01302 736712

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

2. Election of Chair of Council.
3. Election of Vice-Chair of Council.
4. Vote of thanks to the retiring Chair of Council and Consort.
5. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
6. Declarations of Interest, if any.
7. Minutes of the Council Meeting held on 1st March, 2021. 3 - 24
8. To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.

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

**For Decision**

9. Results of the Combined Local and Mayoral Elections held on 6th May, 2021. 25 - 32
  10. Notification by the Elected Mayor of the Composition of the Executive and the Elected Mayor's Scheme of Delegations. 33 - 36
  11. Council appointed Committees and Sub-Committees Terms of Reference for 2021/22. 37 - 48
  12. Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees. 49 - 66
- (Notice - Approval of alternative arrangements for appointments to some Committees and Sub-Committees on a non-proportionate basis, is to be considered).**
13. Appointments of Chairs and Vice-Chairs of Committees and Sub-Committees. 67 - 70
  14. Diary of Meetings 2021/23. 71 - 100
  15. Council Appointments to Outside Bodies 2021/22. 101 - 114
  16. Adoption of the New Model Code of Conduct for Members. 115 - 148
  17. Member Development Programme 2021/22 - 2024/25. 149 - 160
  18. Freedom of the Borough - James Coppinger. 161 - 164

## Annual Council

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

1. The Annual Council is usually in two parts with part 1 covering the inauguration of the Chair and Vice-Chair of Council, then following an adjournment part 2 would deal with the remaining items on the AGM agenda. **However, due to the coronavirus restrictions placed upon us there will be no adjournment to proceedings this year.**

*Unlike previous years, the Chair of Council will already be seated as the meeting starts.*

2. Chair of Council, Paul Wray, will invite the Civic Chaplain, Reverend David Stevens to say prayers. Mr. Wray will then formally open the meeting.
3. Once Member attendance has been confirmed the Chair of Council, Paul Wray, will invite nominations for the post of Chair of Council for 2021/2022. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers.
4. Chair of Council, Paul Wray, will declare the result. The Chain of Office will be transferred to the newly elected Chair of Council. The Chief Executive will invite the new Chair to take the Declaration and sign the register. The Chief Executive will countersign the register.
5. The newly elected Chair of Council's first duty is to ask for nominations for the Vice-Chair of Council. Nominations will be seconded and votes taken.

In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers. The result will be declared..

### Presentations and Vote of Thanks

6. The newly elected Chair of Council will address the Council.
7. Members will have the opportunity to give a Vote of Thanks to Paul Wray, former Chair of Council. Paul Wray will respond.

The meeting will then move to the remaining items on the AGM.

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# Public Document Pack Agenda Item 7

## DONCASTER METROPOLITAN BOROUGH COUNCIL

### COUNCIL

MONDAY, 1ST MARCH, 2021

A MEETING of the COUNCIL was held as a MICROSOFT TEAMS VIRTUAL MEETING on MONDAY, 1ST MARCH, 2021, at 2.00 pm.

#### PRESENT:

Chair - Councillor Paul Wray  
Vice-Chair - Councillor Andrea Robinson  
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, Linda Curran, George Derx, Susan Durant, Sean Gibbons, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Majid Khan, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Kevin Rodgers, Dave Shaw, Frank Tyas, Austen White, Sue Wilkinson and Jonathan Wood.

#### APOLOGIES:

Apologies for absence were received from Councillors Rachael Blake, Nuala Fennelly, Neil Gethin, Kenneth Keegan, John Mounsey and Derek Smith.

#### 36 Minute's Silence for the recent deaths of former Councillors Jack Fox and Moira Hood

Prior to the commencement of formal business, Elected Members, Officers and members of the public, observed a minute's silence as a mark of respect and remembrance in relation to the recent deaths of former Councillors Jack Fox and Moira Hood.

#### 37 Declarations of Interest, if any

Councillors Nick Allen, Nigel Cannings, Bev Chapman, Mark Houlbrook and Jane Nightingale declared a non-disclosable interest in Agenda Item 11.

#### 38 Minutes of the Council Meeting held on 21st January, 2021

RESOLVED that the minutes of the Council Meeting held on Thursday, 21st January, 2021, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair.

#### 39 To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service

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

“A week ago, the Prime Minister released the planned roadmap out of coronavirus restrictions. In Doncaster, we have made good progress to reduce the rates of infection and hospitalisation, but we must not become complacent. We still need to follow the guidelines to limit the spread of the virus, protect our NHS, and to save lives.

Our NHS is doing a sterling job at distributing the vaccines and the roadmap out of restrictions gives us some hope for a return to normality in the summer, but I cannot stress enough the potential for these dates to slip by a number of weeks if we see a considerable rise in infection rates and hospitalisation. Government has said that this will be the last lock-down, but the possibility of regional or localised restrictions is not off the table.

I have recently launched my Spring Sprint Plan, to support the roll-out of the vaccine and support our businesses and our residents, including by increasing the self-isolation payments to provide a safety net to those people who by no fault of their own, have to work in order to ensure they can afford to survive and put food on the table.

So, I ask the people of Doncaster to follow the rules, to continue driving down the rate of infection and then we may be able to start to re-open society as we know it.”

Councillor Chris McGuinness made the following announcement:-

“We discussed at some length at the last meeting that we would have a Members Seminar to look at the Environment and Sustainability Strategy, and the issue of becoming net zero carbon. The first meeting was last Friday and was reasonably well attended. There will be a second meeting quite soon, and once a date is agreed, the papers will be circulated to everyone who will all be invited to attend, and Members used the LGA handbook which provided some example questions, of which we used 4 out of 9. The feedback will form part of the papers for the next meeting, so Members who did not attend have not missed anything and will have sight of all the information moving forward. We need to make progress and we will be carrying on with these meetings as soon as we can. Thank you.”

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

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

41 Corporate Plan 2021/22

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of an updated Corporate Plan for 2021/22, which reflected the transition to a new Borough Strategy which would replace the Doncaster Growing Together (DGT) Plan.

The Mayor was pleased to propose a new Plan to set out the Council’s priorities for the next financial year which was being presented alongside the budget proposals to both shape and set the Council’s future strategy.

The Mayor stated that responding to the COVID pandemic had dominated the past year. In the face of an unprecedented health and economic crisis, the Council had delivered for its communities as part of an incredible Team Doncaster effort, to save lives, provide care and stop the virus spreading. The Mayor reported that the Council

had been proactive in ensuring children, young people and families, had the support they needed, for example, through a bespoke free school meals offer which was good practice that had been recognised nationally by the Department for Education. Financial support had also been provided to those whose businesses and livelihoods had been affected, and the employment hub had been used to support those who had found themselves out of work or at risk of redundancy.

It was reported that the Council had also continued to deliver key services and new homes and major projects, and the Mayor was pleased to see that exhibits were being added to the new Danum Gallery, Library and Museum, which was due to open this year and particularly, the 'Atlantic 251' and the 'Green Arrow' locomotives which had been built in Doncaster, and would play a key part in the Rail Heritage Centre.

Members noted that close by, there was a new University Technical College which would develop the digital and engineering skills needed for the rail industry of the future and it was also great to see the completion of the Junction 5 link to Stainforth and Unity, which would help unlock thousands of jobs and homes.

Responding to and recovering from the pandemic would be the Council's number one priority and Members noted that the new Corporate Plan reflected this imperative whilst continuing to provide Council services and protect its most vulnerable residents, whilst working in a safe environment. However, the Council also needed to look ahead as its ambitions for the Borough must respond to a number of seismic challenges. The climate change and biodiversity crisis remained a profound pressure. Flooding was an example of how this impacted on local wellbeing. The pandemic had worsened inequalities in society, for example, for vulnerable people with underlying health conditions or for those on low incomes, and the Council must also support residents of all ages to catch up on lost earnings and learning.

It was also reported that the Corporate Plan marked the transition to a new Borough Strategy. At its centre was the need to balance the wellbeing of people and the planet as you could not have one without the other. The Strategy would build on the successes of the Doncaster Growing Together Plan and the partnership working that had been so crucial to the effective response to the pandemic. The Corporate Plan set out six emerging wellbeing goals for the Borough, which focussed on creating a greener and cleaner Borough, together with:-

- supporting economic prosperity and connecting residents to jobs;
- developing a safer and resilient place;
- developing a more compassionate approach to improving health and wellbeing; and
- improving skills and supporting creativity.

This was all underpinned by the need to create a fair and inclusive Borough and the Corporate Plan summarised the actions the Council would take over the next year to contribute to these goals.

The Mayor pointed out that these actions would respond to the ongoing Doncaster Talks consultation, which could be delivered due to the effective management of the

Council's finances, and which would support individuals and businesses through the pandemic, deliver essential services and invest in the future; jobs, skills, housing and tackling the climate emergency.

The Mayor was optimistic for the future as the Council had the opportunity to:-

- develop a more regenerative Borough, for example a circular economy that kept finite resources in a loop of use and reuse for as long as possible;
- create new green jobs and businesses;
- invest in our local communities to enhance local assets, strengths and civic engagement; and
- develop the 'foundational economy' that delivered the essential goods and services, including health and social care which was essential to the COVID response, and for a thriving, inclusive economy and place.

In concluding her presentation of the report, the Mayor expressed her gratitude to the Overview and Scrutiny Management Committee for considering the Plan and providing their feedback and support, and asked that the Council support the updated Corporate Plan which was a major turning point in the Borough's drive to improve the wellbeing of current and future generations.

Councillor Richard A Jones, whilst welcoming the Plan, felt it was short on detail and sought clarity on various aspects of the Plan, in particular, he wanted to know what were the Joint Public Sector Arrangements on Assets, what was the Local Solutions Group and what was a Talent and Innovation Eco System. He also questioned why there was no reference in the Plan to the Locality Model.

In response, Mayor Ros Jones explained that the Corporate Plan was a delivery plan to achieve the 10 year Borough Strategy and that the issues raised by Councillor Jones related to the detail of how the Plan would be delivered. Subsequently, the Mayor requested Councillor Jones to put his detailed in-depth questions in writing and he would be provided with a written response on the issues he had raised.

RESOLVED that the 2021/22 Corporate Plan, be approved.

#### 42 Capital Strategy and Capital Budget 2021/22 to 2024/25

Prior to Council's consideration of the report, the Chair of Council, Councillor Paul Wray, reminded Members of the legal requirement to include in the minutes, details of how each Elected Member had voted on decisions relating to the budget and level of Council Tax. Therefore, items 8, 9, 10, 11 and 12 would all be subject to a recorded vote and voting preferences would be documented in the minutes of this meeting.

Subsequently, the Council considered a report which was presented by the Mayor of Doncaster, Ros Jones, which outlined the Capital Strategy and Capital Programme Budget proposals for the next four years, 2021/22 to 2024/25.

The Mayor stated the Council was continuing to invest in the future of the Borough despite the tough economic climate with over £340m capital spend planned over the

next four years. Through this investment, residents across the Borough would benefit from continued investment in the Borough's schools, leisure centres, roads, markets and affordable housing.

It was reported that following the Council's declaration of a Climate & Biodiversity Emergency in 2019, and the subsequent actions undertaken through the establishment of a Doncaster Climate Commission, production of a new Environment & Sustainability Strategy and Net Zero Carbon Masterplan, the Council proposed to commence a programme of activities to decarbonise its buildings, operations and energy supply, beginning with a £2.6m investment in 2021/22. The budget also provided funding for considerable tree planting as well as the naturalisation of some grassed areas with wildflowers, and continuing investment in electric vehicles as part of the Council fleet.

Members were informed that £174.1m would be invested in the Council's social housing stock over the next four years, covering maintenance, adaptations and the ambitious new build programme. This also included energy efficiency improvements to respond to climate change, respond to Fly Tipping and reduce the Council's carbon footprint, and help to keep the Council's tenants warm whilst also saving them money.

It was reported that the budget included £3.2m to improve Parks across the Borough and £2.0m for a phased investment in leisure facilities continuing to provide access to swimming, indoor sports and gymnasium facilities.

In concluding her presentation of the report, the Mayor was hopeful that the Prime Minister would stand by his words and level up the North; Doncaster was ready and waiting for investment, and had schemes ready.

Following the presentation of the Capital Strategy and Capital Budget proposals, Members were afforded the opportunity to comment on the report.

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

For - 46

The Vice-Chair of Council, Councillor Andrea Robinson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Nigel Cannings, Phil Cole, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, George Derx, Susan Durant, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Majid Khan, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Kevin Rodgers, Dave Shaw, Frank Tyas, Austen White, Sue Wilkinson and Jonathan Wood.

Against - 0

Abstain - 2

Councillors Bev Chapman and Sean Gibbons.

On being put to the meeting, the recommendations contained within the report were declared CARRIED.

RESOLVED that

- (1) the Capital Strategy, as detailed within paragraphs 39 to 79 of the report, be approved;
- (2) the Capital Programme Budget for 2021/22 to 2024/25, as detailed within paragraphs 13 to 38 of the report, be approved; and
- (3) Directors, in consultation with the Portfolio Holder, take responsibility for agreeing any significant changes to the Schools Condition Programme and the Local Transport Plan funding, and that they be agreed in consultation with the relevant Portfolio Holder.

43 The Treasury Management Strategy Statement 2021/22 to 2024/25

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Treasury Management Strategy Statement for 2021/22 to 2024/25, which provided details of the Strategy for the management of the Council's finances, and provided a framework for the operation of the Treasury Management Strategy function within the Council.

It was reported that Treasury Management seeks to optimise the Council's cash flow and secure the most effective arrangements to support the long-term funding requirement. The Key Prudential Indicators relating to borrowing limits were detailed in the report.

Following the presentation of the Treasury Management Strategy Statement, Members were afforded the opportunity to comment on the report.

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

For - 47

The Vice-Chair of Council, Councillor Andrea Robinson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Nigel Cannings, Bev Chapman, Phil Cole, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, George Derx, Susan Durant, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Majid Khan, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Kevin Rodgers, Dave Shaw, Frank Tyas, Austen White, Sue Wilkinson and Jonathan Wood.

Against - 0

Abstain - 2

Councillors Bev Chapman and Sean Gibbons.

On being put to the meeting, the recommendations contained within the report were declared CARRIED.

RESOLVED that

- (1) the Treasury Management Strategy Statement 2021/22 to 2024/25 and the Prudential Indicators included, be approved; and
- (2) the Minimum Revenue Provision Policy, as detailed within paragraphs 39 to 40 and in Appendix B of the report, be approved.

44 Revenue Budget 2021/22 to 2023/24

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Revenue Budget proposals for 2021/22 to 2023/24.

The Mayor stated that despite significant financial challenges, a balanced budget was being proposed for the next 3 years, which continued to support residents, communities and the local economy, maintaining a strong focus on supporting vulnerable people and improving the environment. Since 2010, the Council's spending power had been reduced by £107m (29%); this represented a £350 cut per Doncaster resident. The COVID-19 pandemic had placed unprecedented stress on Council services and these ultimately impacted on the budget through increased costs and reduced income streams. The additional funding provided by Government had helped ease the financial pressures however, the future financial position remained extremely uncertain.

The Mayor reported that the budget included £11.7m over the next 3 years for service budget pressures. This provided additional funding for Children and Adult Services to meet the increasing demands on these services, support for the Council's partners, Doncaster Culture and Leisure Trust and increasing the funding for the Local Council Tax Reduction Scheme, which continued to provide a much needed safety net for those on low incomes who were more likely to have been badly impacted by the current pandemic at no fault of their own. It also provided additional funding to target Fly Tipping, it supported the continuation of the Advance Employment Support Programme and further targeted investment to tackle climate change through the creation of a sustainability unit.

The Mayor pointed out that overall the Council was facing a budget gap of £18.9m over the next 3 years, with the biggest impact of £15.2m in 2021/22. The budget was balanced over the 3 years once COVID-19 funds were used, ensuring that sufficient general uncommitted reserves were maintained for unforeseen events in the future such as flooding.

It was reported that the budget included an increase in Council Tax of 2.9% in 2021/22, which would generate £3.3m to help meet the pressures identified. This included a 1.4% Council Tax increase and a further 1.5% increase through the Government's Social Care 'Precept', which supported elderly and vulnerable residents, which was below the maximum allowable increase of 5%, which the Government encouraged the Council to implement. This equated to an additional 52p per week for Band A and 78p per week for Band D, and meant that Doncaster would continue to have one of the lowest Council Taxes in Councils of its size in the country

(11th lowest in 2020/21) and the lowest in South Yorkshire. The budget also included a freeze on the vast majority of the Council's fees and charges.

Members were informed that the overall gross Revenue Budget for the Council in 2021/22 was £503.5m, but noted that although the Council had set a balanced budget over 3 years, the financial position remained uncertain over the medium-term, as the Council was facing significant volatility in its costs and levels of income, in addition to uncertainty in relation to funding from Government. The focus on finance was never-ending and the Council needed to keep working hard to maintain a strong sustainable financial base to provide resources for priorities, and to ensure as smooth as possible transition from the Covid pandemic.

The Mayor hoped that Councillors from across the political spectrum vote with her on this budget which was well balanced and supported the aims and ambitions of this Council to support the people of Doncaster, as the Council respond and recover from Coronavirus.

In conclusion, the Mayor pointed out that voting against the proposals or abstaining without putting forward any suggested alternatives or an alternative budget, would be opposing for the simple sake of opposing.

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

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

For - 48

The Chair of Council, Councillor Paul Wray, the Vice-Chair of Council, Councillor Andrea Robinson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Nigel Cannings, Bev Chapman, Phil Cole, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, George Derx, Susan Durant, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Majid Khan, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Kevin Rodgers, Dave Shaw, Frank Tyas, Austen White, Sue Wilkinson and Jonathan Wood.

Against - 0

Abstain - 1

Councillor Sean Gibbons.

On being put to the meeting, the recommendations contained within the report were declared CARRIED.

RESOLVED that the Revenue Budget for 2021/22 to 2023/24, as detailed within the report, be approved including:-

- (1) the Medium-term Financial Strategy (MTFS) including all proposals in this report as detailed within in Appendix A;
- (2) a Gross Revenue Expenditure Budget of £503.5m and a net Revenue Expenditure Budget of £199.6m, as detailed in Appendix A;
- (3) Council Tax increasing by 2.9% to £1,446.10 for a Band D property (£964.07 for a Band A) for 2021/22. This includes:-
  - (i) 1.4% Council tax increase, equating to an increase of £19.67 for Band D per annum, 38p per week (£13.12 for Band A per annum, 25p per week); and
  - (ii) 1.5% Government Adult Social Care precept, equating to an increase of £21.08 for Band D per annum, 40p per week (£14.05 for Band A per annum, 27p per week).
- (4) the Revenue Budget proposals for 2021/22, as detailed within Appendix B (pressures £10.2m) and Appendices C and D (savings £10.0m);
- (5) the allocation of the additional £2.975m Social Care funding be delegated to the Director of Learning, Opportunities and Skills and Assistant Director of Finance (Section 151) in consultation with the Portfolio Holder for Children, Young People and Skills, as detailed within paragraph 38 of the report;
- (6) the 2021/22 Grants to 3rd Sector Organisations, as detailed within paragraph 47 of the report and Appendix F;
- (7) the fees and charges proposed for 2021/22, as detailed within Appendix G;
- (8) the Chief Financial Officer's positive assurance statements be noted, as detailed within paragraphs 57 to 62 of the report.

#### 45 Housing Revenue Account Budget 2021/22

The Council considered a report, presented by the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Housing and Equalities, which detailed the Housing Revenue Account (HRA) Budget proposals for the 2021/21 financial year, and the medium term financial forecast for the following three years, which had a budget to break even.

The Deputy Mayor stated that the Council was proud of its low rents in Doncaster which made good quality homes affordable for over 20,000 households across the Borough, but rents had to be increased this year and in future years, to enable the Council to continue to deliver excellent day to day services for tenants, to continue to collect more rent as the changes to Universal Credit continued to be rolled out, and to invest in properties to maintain them at the Doncaster Decency Standard.

Members were informed that Government consultation would commence during 2021 on a revised decency standard, Decent Homes 2, and all stakeholders including tenants, would be asked to contribute to this consultation.

The Deputy Mayor pointed out that the Council wanted to invest over and above all of this, as following the publication of the draft Building Safety Bill, there was an increased focus on health, safety and compliance, and the Council needed to invest to ensure that its properties continued to be safe for its tenants. The Council was not waiting for this Bill to become an Act to address some issues, for example, the Capital Budget had almost £5m included therein to improve the fire safety in properties. In addition to this, the Council also wanted to ensure that all its properties were as energy efficient as possible, to reduce fuel bills for tenants and also the carbon footprint of its homes. Subsequently, a report had been commissioned which would outline the work required on all the Council owned properties to achieve the zero carbon standard.

It was reported that the HRA would continue to fund in excess of £30m of investment per year into the Council housing stock over the next four years. In addition, the Council had approved funding to deliver the Council House New Build Programme; the details of which were outlined at Cabinet on 12th January, 2021. When this programme was approved by Council last year, it was anticipated that the Council would deliver the programme over 10 years, but the Council had condensed that to 5 years to bring the much needed new homes into the Borough sooner.

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

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

For - 49

The Chair of Council, Councillor Paul Wray, the Vice-Chair of Council, Councillor Andrea Robinson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Nigel Cannings, Bev Chapman, Phil Cole, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, George Derx, Susan Durant, Sean Gibbons, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Majid Khan, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Kevin Rodgers, Dave Shaw, Frank Tyas, Austen White, Sue Wilkinson and Jonathan Wood.

Against - 0

Abstain - 0

On being put to the meeting, the recommendations contained within the report were declared CARRIED.

RESOLVED that the Housing Revenue Account (HRA) Budget proposals, as detailed within the report, be approved including:-

- (1) rents be increased from 5th April 2021, by 1.5%, as detailed within paragraphs 7 to 10 of the report, in line with Government policy; this will increase average weekly rent by £1.08, resulting in an average rent of

approximately £72.89 per week. Rents will be charged every week of the year;

(2) the budget proposals for the HRA for 2021/22, as detailed within Appendix A of the report; these proposals set a balanced budget for the HRA and maintain a reserve of £4m; and

(3) fees and charges, as detailed in paragraph 14 of the report.

#### 46 Council Tax Setting and Statutory Resolutions 2021/22

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which set out how the Council Tax was calculated and sought approval regarding Doncaster Council's Council Tax requirement for 2021/22.

The Mayor stated that the report set the Council Tax across the Borough based on the Revenue Budget report which had been considered and agreed at the meeting today. It was proposed that Doncaster Council's element of the Band D Council Tax charge be increased by 2.9% for 2021/22 to £1,446.10. The proposals included an increase in the core Council Tax of 1.4%, as set out in the 2020/21 Revenue Budget report, and an increase in the Adult Social Care precept of 1.5%.

It was reported that just under 88% of domestic properties in Doncaster, fell into Bands A, B and C, with 58% falling in Band A. The proposals equated to a charge of £964.07 for a Band A property, which was an increase of 52p per week.

Members were also informed that the report included increases in Council Taxes of the Joint Authorities (South Yorkshire Police and South Yorkshire Fire) which represented an overall increase of 3.41% for Doncaster residents.

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

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

For - 37

The Chair of Council, Councillor Paul Wray, the Vice-Chair of Council, Councillor Andrea Robinson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Phil Cole, Mick Cooper, Linda Curran, George Derx, Susan Durant, John Gilliver, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Majid Khan, Jane Kidd, Nikki McDonald, Tosh McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, David Nevett, Jane Nightingale, Ian Pearson, Kevin Rodgers, Dave Shaw, Frank Tyas, Austen White and Sue Wilkinson.

Against - 0

Abstain - 12

Councillors Nick Allen, Nigel Cannings, Bev Chapman, Jane Cox, Steve Cox, Sean Gibbons, Martin Greenhalgh, Richard A Jones, Andy Pickering, Cynthia Ransome, Tina Reid and Jonathan Wood.

On being put to the meeting, the recommendations contained within the report were declared CARRIED.

RESOLVED that Council approved a Band D Council Tax for 2021/22 of £1,446.10 for Doncaster Council services and passed the appropriate Statutory Resolutions, as detailed within Appendix B of the report, which incorporated the Council Taxes of the Joint Authorities and which, taken together with Doncaster's 2.90% increase, represented a 3.41% increase from the 2020/21 Council Tax for Doncaster residents.

#### 47 Annual Pay Policy Statement 2021/22

The Council considered a report on the Annual Pay Policy Statement for 2021/22, which was presented by Councillor Jane Nightingale, Cabinet Member for Customer and Corporate Services, which set out the Council's policy for the pay of the workforce, particularly senior staff, and detailed the ratios between the highest, lowest and average paid employees in the organisation.

Councillor Nightingale stated that the Policy Statement was a public document and was published on the Council's website each year, and demonstrated clear public accountability, transparency and fairness in setting pay. It also included information about where more detailed salary information was published as part of the Council's Annual Statement of Accounts.

It was proposed that the same format be used this year as in previous years, with the following observations:-

- (i) There had been minimal changes to the ratios this year. National pay award negotiations had not yet been concluded for 2021/22;
- (ii) The current ratio between the highest paid salary and lowest employee salary remained at 9.46 to 1 this year;
- (iii) The ratio between the highest employee salary and average employee salary had remained the same at 6.20 to 1, although the average salary had increased by £745 per annum;
- (iv) All pay ratios remained well within the threshold considered by the Hutton Review that should be no greater than 20 to 1; and
- (v) The Council remained committed to reduce the pay difference and increase low pay.

It was reported that it was anticipated that this Policy may need to be amended during the period it covered which was from 1st April, 2021 to 31st March, 2022 should a national pay award be agreed. Any amendments would be included in the following year's statement presented to Full Council.

RESOLVED that the Pay Policy Statement for 2021/22, be approved.

48 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

Q. Councillor Lani-Mae Ball asked the following question:-

“We can all agree here today that the last ten years have been very difficult in relation to the continued cuts to Local Government. In relation to these cuts, have they been evenly spread across the country and how does Doncaster fare in the severity of cuts since austerity began in 2010?”

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

“I think we all know that the cuts have been there for a number of years and the figures that I am going to quote are facts and not political. If you look at the Centre for Cities report, 2019, Doncaster has had its spending cut by £107m since 2010-11. This equates to 29% less funding to provide services for our residents, and equates to £350 per person, whereas the national average is a spending power reduction of just 22%, which equates to £271 per person, so as you can imagine, it is a massive cut for us all. Cuts for Local Government have led to a small amount of the shortfall being picked up by the local taxpayer, which is wrong as National Government should properly fund Local Government, and I want to see the levelling up being done properly with funding mechanisms without having to go through continual bidding rounds so we can plan properly for the residents in this Borough.”

In accordance with Council Procedure Rule 15.7, Councillor Lani-Mae Ball asked the following supplementary question:-

Q. “You mentioned having to apply for bids and the fact that it is a circle and it obviously takes time so can you can inform me how much has actually been brought in by the work you have done while you have been Mayor, in receiving capital sums?”

A. The Mayor gave the following response:-

“It is in the order of £260m and we will also keep pushing Government to fund us for a new hospital which will add up to another £100m. Our

residents deserve it and we will keep pushing. It is in the order of £260m so far.”

Q. Councillor Jane Cox asked the following question:-

“The Mayor stated in the Free Press this week that the Council was in deficit of £18.9 m. It was then reported that the Council had received less than £3m from Central Government despite enormous pressures on the Council. Is the Mayor mistaken or is the Mayor misleading the residents of Doncaster, as the Council has received more than £65m to support Council services over the last 12 months and over £125m to support business. If the Mayor was so unhappy with the Local Government Financial settlement, why did her Labour MPs allow this to go through unopposed in Parliament?”

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

“No, the Mayor was not misleading the public. Figures were quoted when some tweets had been put out that we had received £11.4m and that was on the Government’s assumption that we would be levelling a 5% rise in Council Tax. We were never going to do this, as we appreciate how hard it is for our residents and try to mitigate this. That is why we are the 11<sup>th</sup> lowest Council, so no misleading at all, but it has been perhaps interpreted wrongly by someone who has picked up figures without fully understanding them and I am here for the people of Doncaster. We need to get as much funding as we can get and I am tired of hearing about the levelling up, we are devoid of hospitals that need 21st Century care when we know we have health inequalities here. We were encouraged to bid for a new hospital and we will keep that fight for the residents and I will ask our MPs to support us in that and we will petition until Government listen to us. This is one way they can start levelling up. We need the right type of hospital and the training and support, and all the other things that come from it. Where we would propose to put it would actually be a huge economic boost. The person looking at those figures, I do not think was certain of what they were looking at.”

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

Q. “The quote from the Free Press states that people would be interested to know that Doncaster Council has received less than £3m extra despite the enormous pressures on the Council due to the coronavirus, so make of that what you will. I am interested to know though as I have been sat in this Chamber now for more than 6 years and it is the first time I have heard mention of a new hospital in the last 2 Council meetings?”

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

“I will explain again. It was put out there that £11.4m was received as an additional sum, and it was working on fictitious figures. These are figures based on Government assumptions that we are going to levy a

5% rise in Council Tax and that is how it is interpreted as additional funding. If you take that away from the £11m, it leaves £3m plus, and that is how the figure has come about; nothing misleading, just people not understanding the figures. If you have not heard of the bid for a hospital, you have not been listening for all this time because you would be able to see where we have been looking at land in order to deliver one. I believe it was over a year ago when I spoke to MPs asking them to back a spot we had chosen. It is about us doing what is right for our residents, for the people in Doncaster, and Labour will continue to do what is right and fight for the people as that is the right thing to do.”

Q. Councillor Nick Allen asked the following question:-

“Could you tell me what steps have been taken to increase and improve access to the postal votes?”

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

“Steps are always taken and we comply with what we are required to do. I will hand over to the Chief Executive who is the Returning Officer. I am not in charge in terms of Elections.”

A. The Chief Executive and Returning Officer, Damian Allen, gave the following response:-

“Thank you. We are complying with the guidance that has been issued by the Electoral Commission and as the Registered Officer in terms of Electoral Registration, we have informed all electors of the various methods for voting. This was done at the point of registration. In terms of the announcement from the Prime Minister regarding the Elections commencing with certain restrictions and new regulations, these have been updated including new regulations in terms of Proxy Voting. They will be communicated to electors within the communication plan and also when we write out in respect of the polling cards, and also in terms of those who are extremely clinically vulnerable who may find they are disadvantaged. That will be part of the communications plan that will be imminently shared.”

Q. Councillor Martin Greenhalgh asked the following question:-

“Would it be possible to see evidence of lobbying Government over the past three years for this hospital?”

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

“We will make sure that any minutes that are available are circulated, as the evidence is there and we will ensure it is passed on to you. Officers have worked with people from the Hospital and with Team Doncaster, so I will make sure it is passed out.”

Q. Councillor Steve Cox asked the following question:-

“I have had numerous conversations with a Member of the Labour Group. In these conversations, I was told that you had told them not to contact the Conservative MP. Is this correct?”

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

“Each Member is a Member in their own right and I am aware that many of our Members have contacted the MP for Don Valley, so I am not sure where that has come from. I do not know what point you are trying to bring up, but I know many of our Members have contacted the MP and the MP has actually asked us to ask them to stop going to them because he found it quite aggressive.”

Q. Councillor Andy Pickering asked the following question:-

“In view of the subject regarding a new hospital, could I ask if the Mayor would be seeking protection for Mexborough Montague Hospital. The last thing we want to see is a new hospital built, and our hospital, which serves many people at this side of the Borough, suffer?”

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

“It is not another hospital, this is a replacement hospital for the whole of Doncaster. The place that we chose is on the Waterfront which was agreed by all MPs. It is not about getting rid of the hospital in Mexborough. This is about bringing a state of the art hospital to the Town to move forward so that we are ready for any further pandemics that may come, and hopefully bring more cancer treatments back to Doncaster.”

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

Q. “I would just like to say that a new facility is welcome, but I would ask for protection for the Montague Hospital on this side of town. It would be a dire outcome to end up with a new facility, but to lose one on this side of the Borough which is much needed?”

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

“Andy, we were bidding for the replacement of the DRI, and that alone. Nothing else has been mooted to me and we worked alongside the hospital and the CCG. It is about the age of the hospital and its inappropriateness. Officers have worked hard to deliver the bid and have been encouraged by Civil Servants. We would seek to support Montague hospital though if comes about; it is about the whole of the Borough.”

Q. Councillor Sean Gibbons asked the following question:-

“When will the former Windmill Avenue site in Mexborough actually receive some housing on there, having been demolished some ten,

twelve years ago, and having her promised housing on there in her election leaflet both in 2015 and 2017?”

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

“We have got a new housing programme, but I do not have the details of it in front of me. I do not know whether the Deputy Mayor, Councillor Glyn Jones, has got those answers.”

A. The Deputy Mayor, Councillor Glyn Jones, gave the following response in relation to the comments made by Mayor Jones:-

“I would need to refer to that document as well Chair. I have not got those details directly in front of me.”

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

Q. “I look forward to receiving that information as would Councillors Chapman and Pickering because we have been tirelessly trying to get that land developed for many years. It is Housing Revenue Account. It is deriving no income and it is costing a hell of a lot of money to recoup clearing up Fly Tipping. It is just a blight of where housing should be replaced which has been promised previously?”

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

“Can I just answer that what we are using is the Housing Needs Assessment which identifies all the differing areas across the Borough that requires further housing, but I have not got it in front of me. We will get that programme out to you and you can see it in there.”

Q. Councillor Mick Cooper asked the following question:-

“Mayor Jones, starting in October, I asked one of your Cabinet Members for information relating to the activities of a digital media company and I was told that it would not be investigated unless I provided evidence. Why do I have to provide evidence for one Cabinet Member to discuss with another Cabinet Member, what is happening throughout Doncaster and causing an enormous amount of damage. Nearly five months have elapsed and I have no information. I do not know why I have to provide evidence and I am a little dismayed at that. So, I would like some guidance on that for when I ask future questions. What have I got to provide when I say something professionally that damage is occurring. I would have thought that would be enough to investigate it.

In addition to that, in late January, I asked a senior Highways Officer for information as to where these particular companies were working and I know that we have had the snow and the floods, but it is nearly five weeks. If this was being controlled adequately, then there would have been a programme of works where these companies were working and I could have swung by and had a look to see what is happening. I

already have a vast library of photographic evidence of the damage that has been caused by these companies and this is ongoing all the time. It is not being monitored adequately. I appreciate that there is a resource implication here and I was quite willing to go out and talk to some of these people. I have talked to them on occasion and they have actually gone down the pavement instead of chopping the grass roots. So, they are happy to listen, but whether it is a lack of communication with the Officer, I do not know; I would like to know why. The question is why do I have to provide evidence when I say that there is a problem?"

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

"Without you asking the particular Cabinet Member directly, you are asking me to answer something when I have not got all the facts in front of me. I would suggest Councillor Cooper that you email the particular Cabinet Member and copy me in, and if you need a relevant Officer to also respond to you, then they will."

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

Q. Councillor Jane Cox asked the following question:-

"My question was to Councillor Blake and it is a two part question. One part was for Councillor Blake, who is not here, and one was for Councillor Jones. So, I will give you the first part that is Councillor Blake's to give Councillor Jones context to my question. I was asking Councillor Blake if she would review the Strategy for autistic people, people with learning difficulties, as this Strategy was written 2 years ago and it is only just going to Cabinet this week. Lessons have been learnt over the past 12 months which have got to be recognised and form part of the Strategy. What I want to ask Councillor Jones is, will he commit to an easy read version being published because obviously, that would be the Equalities agenda?"

A. The Deputy Mayor, Councillor Glyn Jones, gave the following response:-

"Yes, we need to have as clear information out there as possible with regard to any Strategy, and in line with good practice and policy, I assume we would be able to provide that. I will instruct Officers to do that if possible Jane and you are right in saying that there is an easy read version available. This is something that we do need to have a look at with any document that we produce, so I have nothing against that at all if we can provide that quite easily and without too much difficulty, and indeed cost. But cost should not come in to it as we are all aware when you are giving information to people."

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

Q. "I was going to say with all due respect to the cost, the people that the Strategy is aimed at need to be able to read it."

A. 18

A. The Deputy Mayor, Councillor Glyn Jones, gave the following response:-

“Absolutely.”

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

Q. Councillor Duncan Anderson asked the following question:-

“I was glad to see in the budget that we are allocating more money to fight the Fly Tipping that has exploded over the last year in lockdown. Could you briefly expand on what that is going to mean on the ground in terms of the difference that we are going to see, and what action can be taken or has been taken to address the systemic problems and not just treat the symptoms? Particularly, what can be done at a national level?”

A. Councillor Chris McGuinness, Cabinet Members for Communities, Voluntary Sector and the Environment, gave the following response:-

“I am glad you added that bit at the end about a national level. Thanks for that. There are a few bits that I have had an awful lot of

correspondence on lately and one is off road bikes and quads, and I will be coming back to that in the coming weeks. In terms of what has just gone on, I have just been going through my inbox and it is about Fly Tipping and Councillor Joe Blackham and myself had a meeting that Councillor Jane Cox was involved in with Nick Fletcher, MP. One of the things that we raised was that a couple of years ago, at meeting on 12th November, we discussed Fly Tipping and our views have been very clear as a Council. We have touched on this before that the fines are not heavy enough; the punishment is not heavy enough. Nick Fletcher was going to go away in early November and speak with the Environment Agency about raising the awareness for needing a licence to carry waste. He was going to ask about more severe heavier financial penalties for people who are caught Fly Tipping. He was going to check the response from the Government from a major consultation launched over two years ago, about waste and recycling in general, and the regulations that hamper people.

It is quite timely as last week, I tried to record a Panorama show called 'Rubbish Tip Britain' about Fly Tipping. Apparently, because there was a certain blonde haired gentlemen making an announcement, it was scrapped or taken off air. It should be on tonight and I will be recording that.

What will happen on the back of that may be questions about what they are going to do. They have not approached this Council for any input, but the time has come to find out from the Government, where are they with their White Paper on Waste and Recycling. Where are we going with it after two and a half years'. Depending what it says on the programme tonight if it touches on financial penalties, I will be going back to not just to Nick Fletcher, but to all the MPs saying what can we do about this because we cannot set our own fines locally; they are set by Central Government. It is pretty clear that people are fed up with it.

The interesting thing is that I was going to throw some figures out, but we have still got a problem with things we raised with Nick Fletcher when we prosecuted eight people this year in court for Fly Tipping. We have still got twenty one and a backlog because of Covid and due to certain restrictions, it has not been given the emphasis that it should have been. We need to get these people into court and get them punished properly. I would go even further; littering from cars. The registered owner of the car should be given three points on their licence. So there you go, there is the answer. I am all for, as I am sure you are, more severe penalties. Let's get the people that we catch in court. There are two vehicles which have been crushed; we should be crushing more. Like everyone else, I am getting fed up with it now, and I look forward to hearing from Nick Fletcher, Rosie Winterton and Ed Milliband, about where we are?"

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

Q. "I just want to drag Chris back to my first part of the question which was regarding the additional funding in the budget we have just agreed. How is that to play out on the ground?"

A. Councillor Chris McGuinness gave the following response:-

"There are going to be more people about on the ground. There are going to be more cameras out there both openly and covertly. It is £466k in the budget. There is the Safer Streets funding that will provide additional cameras and there is currently a review of how cameras will be deployed across the Borough. Cameras are not the answer to everything. It is alright asking people to deal with an issue which has been growing for some time, but resources are needed to deal with it. This budget is at least the start of where we need to go. We have put more effort into it, but at the same time, when we catch them, we need to punish them."

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 Rachael Blake, Chair of the Health and Wellbeing Board, 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

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

49 Annual Report on Executive Decisions taken under Special Urgency Provisions

The Council considered a report which informed Members of Key Decisions which had been taken by the Executive between the period 6th March, 2020 and 18th February, 2021, which were not included on the Forward Plan, under Special Urgency provisions of the Access to Information Procedure Rules. It was stated within the Council's Constitution that all decisions taken under Special Urgency provisions, be reported to Council on an annual basis, to ensure that the public be kept informed of all aspects of the democratic process.

The report outlined that the Council's use of Rule 16's had traditionally been very low and that during the past 5 years, only 6 Rule 16 decisions had been taken. However, during the past 12 months, there had been 32 Rule 16 decisions, which were all directly related to the Council's response to the Covid-19 pandemic, and that any delay in decision making or implementation would have delayed the provision of grants or services to the people of Doncaster.

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

50 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 25th January, 2021.
- B. Sheffield City Region Local Enterprise Partnership Board held on 14th January, 2021.
- C. South Yorkshire Fire and Rescue Authority held on 11th January, 2021.
- D. South Yorkshire Pensions Authority Local Pension Board held on 15th October, 2020.
- E. South Yorkshire Pensions Authority held on 10th December, 2020 and 21st January, 2021.
- F. South Yorkshire Police and Crime Panel held on 14th December, 2020.

At the conclusion of the meeting, the Chair of Council, Councillor Paul Wray, stated that for some of the Councillors in the virtual meeting today, including himself, who had chosen not to stand at the Local Elections in May, this would be their last meeting of Full Council. The Chair of Council thanked all Councillors for their hard work, dedication and service to their local community and to the people of Doncaster, and wished them all the best as they moved onto the next chapter in their life.

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

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



## Doncaster Council

### Report

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Date: 21<sup>st</sup> May 2021

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

**RESULTS OF THE COMBINED LOCAL AND MAYORAL ELECTIONS HELD ON  
6TH MAY 2021**

#### **EXECUTIVE SUMMARY**

1. To report to the Council the results of the all-out Borough Council and Mayoral Elections held on Thursday 6th May, 2021.

#### **EXEMPT REPORT**

2. No

#### **RECOMMENDATION**

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

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

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

#### **BACKGROUND**

5. Elections are a significant project, which are delivered by a small core team supported by hundreds of individuals both internally across the Council and externally, who undertake various duties such as working at polling stations and the counting of votes.

The Electorate for the combined election was 227,679. 60,205 postal votes were issued to electors in a combined pack with a total of 36,023

being returned for the Mayoral election giving a Postal Vote return rate of 59.82% and a total turnout of 28.05% for the Mayoral election. 35,974 postal votes were returned for the Local Borough Election giving a Postal Vote return rate of 59.75% and a total turnout of 28.02%.

The elections were delivered in a Covid-secure manner. Following advice from the Council’s Director of Public Health, Polling Stations and Count venues were equipped with plastic “sneeze” screens, enhanced cleaning regimes were introduced and social distancing and face coverings were required. Despite these challenges the voting and count operations were carried out effectively and efficiently. Members present at the counts will appreciate that a significant feature of the all-out elections was the need to utilise counting sheets rather than simply allocating single vote ballot papers to the relevant candidate. Overall, the elections were successfully delivered with a very significant contribution made by individuals and teams throughout the Council. A number of positive comments have been made by Candidates, Agents and staff in relation to the election process and, specifically, the verification and counts.

A summary of the results is set out at **Appendix A** of this report. The results, including the number of votes for each candidate, the rejected votes and the % turnout, are also published on the Council’s website:-

<http://www.doncaster.gov.uk/services/the-council-democracy/election-results-for-doncaster>

## OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

6. All Elections are statutory duties and must be carried out in accordance with statutory requirements. This report is primarily for information only.

## IMPACT ON THE COUNCIL’S KEY OUTCOMES

- 7.

Outcomes	Implications
<p><b>Doncaster Working:</b> Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> <li>• Better access to good fulfilling work</li> <li>• Doncaster businesses are supported to flourish</li> <li>• Inward Investment</li> </ul>	
<p><b>Doncaster Living:</b> Our vision is for Doncaster’s people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p>	

<ul style="list-style-type: none"> <li>• The town centres are the beating heart of Doncaster</li> <li>• More people can live in a good quality, affordable home</li> <li>• Healthy and Vibrant Communities through Physical Activity and Sport</li> <li>• Everyone takes responsibility for keeping Doncaster Clean</li> <li>• Building on our cultural, artistic and sporting heritage</li> </ul>	
<p><b>Doncaster Learning:</b> Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> <li>• Every child has life-changing learning experiences within and beyond school</li> <li>• Many more great teachers work in Doncaster Schools that are good or better</li> <li>• Learning in Doncaster prepares young people for the world of work</li> </ul>	
<p><b>Doncaster Caring:</b> Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> <li>• Children have the best start in life</li> <li>• Vulnerable families and individuals have support from someone they trust</li> <li>• Older people can live well and independently in their own homes</li> </ul>	
<p><b>Connected Council:</b></p> <ul style="list-style-type: none"> <li>• A modern, efficient and flexible workforce</li> <li>• Modern, accessible customer interactions</li> <li>• Operating within our resources and delivering value for money</li> <li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li> <li>• Building community resilience and self-reliance by connecting community assets and strengths</li> <li>• Working with our partners and residents to provide effective leadership and governance</li> </ul>	<p>The Council has statutory duties to support elections.</p> <p>The running of successful elections makes a positive contribution to the Council's objective of increasing participation in democracy.</p>

## **RISKS AND ASSUMPTIONS**

8. Ensuring the necessary arrangements are in place to deliver well-run elections improves our reputation and helps to achieve the Electoral Commission's Performance Standards.

## **LEGAL IMPLICATIONS**

9. Although there are no specific legal implications associated with this report there are comprehensive statutory provisions covering the delivery of the Mayoral and Borough Elections.

## **FINANCIAL IMPLICATIONS**

10. There are no specific financial implications associated with this report. The costs associated with local elections are expected to be contained within existing budgets.

## **HUMAN RESOURCES IMPLICATIONS**

11. There are no significant HR implications associated with reporting the outcome of the 2021 elections.

## **TECHNOLOGY IMPLICATIONS**

12. The Council's ICT Department was heavily involved in the election delivery. A Council network was installed at the Count venue in order to ensure that connectivity was maintained. Each Senior Counter was issued with a laptop to support the count process and the Control Table utilised the Council's elections software.

The Digital Training Officer has prepared and will run the induction training for new Councillors, will work with ICT to distribute devices and will assist where required to ensure any new Councillors are supported during the transition period.

The GIS team have also worked on the "Find My Polling Station" app on the corporate website.

## **HEALTH IMPLICATIONS**

13. There are no Health implications associated with reporting the outcome of the 2021 elections.

## **EQUALITY IMPLICATIONS**

14. The Council has worked hard to ensure that voting is accessible to all. A full Polling Places review was carried out in 2015 and all Polling Stations are compliant with the requirements of the Disability Discrimination Act 1995. All Polling Stations were supplied with tactile voting devices, large print elections stationery and magnifiers to assist the visually impaired. Ramps were provided to ensure access by wheelchair users and those

with mobility issues. Presiding Officers were given guidance at their training session and provided with a handbook as to how to assist electors to vote in the unlikely event that they were unable to access the Polling Station. Electors are also able to apply for a Postal Vote if they were unable to attend a polling station. Electoral Services continually review arrangements and look to improve these where possible.

## **BACKGROUND PAPERS**

Previous Council reports.

## **REPORT AUTHOR AND CONTRIBUTORS**

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**Damian Allen**  
**Returning Officer**

## Results for the Local Government Elections held on 6th May 2021

Ward	Elected	Description	% turnout
Adwick & Carcroft	Debbie Hutchinson John Mounsey Sarah Smith	Labour Party Labour Party Labour Party	22.98
Armthorpe	Aimee Dickson Sue Knowles Tim Needham	Labour Party Labour Party Labour Party	26.01
Balby South	John Healy Tracey Moran	Labour Party Labour Party	26.63
Bentley	James Church Charlie Hogarth Jane Nightingale	Labour Party Labour Party Labour Party	23.03
Bessacarr	Nick Allen Laura Bluff Majid Khan	The Conservative Party The Conservative Party Labour Party	35.44
Conisbrough	Lani-Mae Ball Nigel Ball Ian Pearson	Labour Party Labour Party Labour Party	25.23
Edenthorpe & Kirk Sandall	David Nevett Andrea Robinson	Labour Party Labour Party	31.66
Edlington & Warmsworth	Phil Cole Rob Reid	Labour Party Edlington & Warmsworth First	27.75
Finningley	Jane Cox Steve Cox Allan Jones	The Conservative Party The Conservative Party The Conservative Party	34.27
Hatfield	Duncan Anderson Linda Curran Glynis Smith	Labour Party Labour Party Labour Party	28.87
Hexthorpe & Balby North	Glyn Jones Sophie Liu	Labour Party Labour Party	22.05
Mexborough	Bev Chapman Sean Gibbons Andy Pickering	Mexborough First Mexborough First Mexborough First	23.89
Norton & Askern	Iris Beech Thomas Noon Austen White	Labour Party The Conservative Party Labour Party	31.30
Roman Ridge	Julie Grace Leanne Hempshall	Labour Party Labour Party	29.17
Rossington & Bawtry	Bob Anderson Rachel Blake Barry Johnson	Labour Party Labour Party Labour Party	28.95
Sprotbrough	Glenn Bluff Cynthia Ransome	The Conservative Party The Conservative Party	36.75
Stainforth & Barnby Dun	Sue Farmer Gary Stapleton	Labour Party The Conservative Party	28.71
Thorne & Moorends	Joe Blackham Susan Durant Mark Houlbrook	Labour Party Labour Party Labour Party	24.89

Tickhill & Wadworth	Nigel John Cannings Martin Damian Greenhalgh	The Conservative Party The Conservative Party	35.60
Town	Gemma Cobby Jake Kearsley Dave Shaw	Labour Party Labour Party Labour Party	25.86
Wheatley Hills & Intake	Daniel Barwell Jane Kidd Emma Muddiman-Rawlins	Labour Party Labour Party Labour Party	25.96

### Results for the Mayoral Election held on 6th May, 2021

	<b>Elected</b>	<b>Description</b>	<b>% turnout</b>
Mayoral	Ros Jones	Labour Party	28.05

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## Doncaster Council

### Report

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Date: 21st May, 2021

To the Chair and Members of the COUNCIL

#### **NOTIFICATION BY THE ELECTED MAYOR OF THE COMPOSITION OF THE EXECUTIVE AND THE ELECTED MAYOR'S SCHEME OF DELEGATIONS**

##### **EXECUTIVE SUMMARY**

1. To receive an oral report from the Mayor of Doncaster, Ros Jones, on the composition and constitution of the Executive and the names of Councillors chosen to be Members of the Executive.

##### **RECOMMENDATION**

2. To note the Mayor's oral report to Council on the composition of the Executive.

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

3. Citizens will be aware of who has been given responsibility for taking decisions. As a general rule, policy formulation and review decisions are taken by Elected Members and operational implementation decisions are taken by Officers.

##### **BACKGROUND**

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

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

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

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

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

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 30.04.21]**

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

## **FINANCIAL IMPLICATIONS [Officer Initials PH Date 12.04.21]**

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

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 20.04.21]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 12.04.21]**

12. There are no technology implications in relation to this report.

## **HEALTH IMPLICATIONS [Officer Initials RS Date 12.04.21]**

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

## **EQUALITY IMPLICATIONS [Officer Initials DMT Date 12.04.21]**

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

## **CONSULTATION**

15. Should the Elected Mayor wish to make changes to the Scheme of Delegations for Executive functions, the Mayor will notify the Chief Executive by serving notice of the changes. The changes in delegation will take effect upon the Chief Executive being notified. A report notifying these changes should be reported to the next available Council Meeting.

## **BACKGROUND PAPERS:**

Council Constitution

**REPORT AUTHOR AND CONTRIBUTORS:**

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**Damian Allen  
Chief Executive**

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## Doncaster Council

### Report

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21st May, 2021

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

### **COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2021/22**

#### **EXECUTIVE SUMMARY**

1. This report seeks Council's agreement to proposed revisions to the Terms of Reference of a number of Council appointed Committees` for the reasons set out in the report.

#### **RECOMMENDATIONS**

2. The Council is requested to:-
  - (i) agree to the proposed revisions to the Terms of Reference set out at Appendix A as detailed in paragraphs 8 and 9 of this report;
  - (ii) note the existing Terms of Reference for all other Committees and Sub-Committees, as set out within Part 3 of the Constitution remain unchanged; and
  - (iii) note that the Constitution will be updated to reflect any revisions to the Terms of Reference agreed at this meeting.

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

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

## BACKGROUND

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

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

6. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.
7. In light of operational experience during the current year and as a consequence of legislative requirements, the following revisions are proposed to the Terms of Reference of Committees, set out at Appendix A to the report. Proposed deletions are crossed through whilst additions are shown in ***bold italics***. Details for these suggested changes are shown below:-
8. Doncaster Covid-19 Oversight Board

Amendments to the Terms of Reference of the Covid-19 Oversight Board have been made with regard to the Membership. This Board has now been operating for 6 months, and amendments have been made to the membership of the Board, and therefore the Terms of Reference had been made to reflect these changes.

9. Licensing Committee/Licensing Sub-Committee

The licensing Committee and Sub-Committee Terms of Reference have been amended to reflect the wider remit of the Licensing Committee and Sub-Committee, particularly in considering non Licensing Act 2003 matters such as sexual entertainment venues and taxi driver/operator licences. The council's taxi licensing policy was recently amended to involve members in determining taxi applications where applicants fall below the minimum standards set out in the policy, a role which, was previously undertaken by officers.

## OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

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

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 11.

	<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>The Council is committed to maintaining the highest standards of Governance and robust Terms of Reference allow for the proper discharge of the Council's functions, ensuring openness and transparency.</p>

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [NC 11/05/21]**

13. Sections 101 and 102 of the Local Government Act 1972 empower the Council to arrange for the discharge of any of its functions by a Committee or Sub-Committee.

## **FINANCIAL IMPLICATIONS [PH 04/05/21]**

14. There are no Financial Implications associated with this report.

## **HUMAN RESOURCES IMPLICATIONS [RH 03/05/21]**

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

## **TECHNOLOGY IMPLICATIONS [PW 05/05/21]**

16. There are no technology implications in relation to this report.

## **HEALTH IMPLICATIONS [RS 04/05/21]**

17. There are no direct health implications from this report. However, the individual Committees all contribute to improving the health and wellbeing of Doncaster people and reducing health inequalities. The revisions to the Terms of Reference should support this.

## **EQUALITY IMPLICATIONS [SM 04/05/21]**

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

## **CONSULTATION**

19. Relevant lead Officers for each Committee/Sub-Committee have been invited to submit any proposed revisions to Committee and Sub-Committee Terms of Reference, the details of which are set out within paragraph 8-10 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

## **BACKGROUND PAPERS**

20. None

## **REPORT AUTHOR & CONTRIBUTORS**

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

## **TERMS OF REFERENCE OF COMMITTEES AND SUB-COMMITTEES**

### **LICENSING COMMITTEE**

This Committee is a Committee of the Council constituted:

- (1) In relation to its functions under the Licensing Act 2003, under Section 6 of that Act.
- (2) In relation to its functions under the Gambling Act 2005.
- (3) ***In relation to their functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.***
- (4) ~~(3)~~ In relation to its other functions, under Sections 101 and 102 of the Local Government Act 1972.

#### **Terms of Reference**

##### **FOR RECOMMENDATION TO COUNCIL:-**

1. In respect of the relevant prescribed period to consider the adoption of the Statement of Licensing Policy.
2. During the relevant prescribed period to keep the Statement of Licensing Policy under review, and to recommend any revisions to it.

##### **FOR RECOMMENDATION TO THE EXECUTIVE AND THEN TO COUNCIL:-**

1. In respect of the relevant prescribed period to advise on the preparation, content and implementation of the Statement of Gambling Policy.
2. During the relevant prescribed period to keep the Statement of Gambling Policy under review, and to recommend any revisions to it.

##### **DELEGATED MATTERS:-**

1. To discharge the functions of the Council that are licensing functions within the meaning of the Licensing Act 2003 as amended.
2. To discharge the functions of the Local Authority as set out in the Gambling Act 2005.
3. The appointment of Licensing Sub-Committees under Section 10 of the Licensing Act 2003.

4. ***The appointment of Licensing Sub Committees In relation to functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.***
- 5.4. To determine Policies that are relevant to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions unless the policy must be determined by Full Council.
- 6.5. To exercise the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions except where the function has been delegated to Officers of the Council

### **LICENSING SUB-COMMITTEES**

These Sub-Committees are Sub-Committees of the Licensing Committee appointed by that Committee under ~~Section 10 of the Licensing Act 2003~~ and constituted:

- (1) ***Pursuant to section 10 of the Licensing Act 2003, in relation to their functions under the Licensing Act 2003, under Section 6 of that Act.***
- (2) In relation to their functions under the Gambling Act 2005.
- (3) ***In relation to their functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.*** ~~In relation to their other functions, under Sections 101 and 102 of the Local Government Act 1972.~~
- (4) ***In relation to the other licensing and registration functions as set out in Part 3 of the Council's Constitution.***

#### **Terms of Reference**

1. To determine applications under the Licensing Act 2003, where relevant representations are received.
2. To determine applications under the Gambling Act 2005, where relevant representations are received.
3. To determine applications in relation to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions, where relevant representations are received.
4. ***To determine applications and reviews in relation to the licensing of private fire and hackney carriage drivers, operators and vehicles except where those functions have been delegated to officers under the Council's Hackney Carriage and Private Hire Licensing Policy.***

5. ***To determine all other applications and reviews in relation to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions, except where those functions have been delegated to officers.***

### **ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE**

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

#### **1. TO MAKE RECOMMENDATIONS TO FULL COUNCIL IN RELATION TO:-**

- i. Submission of proposals to the Secretary of State for pilot schemes for local elections.
- ii. To change the name of a parish.
- iii. The making and revision of Byelaws.
- iv. Promotion of or opposition to local or personal bills.
- v. Boundary, structural and electoral reviews.
- vi. Any proposed revisions to the Council's Constitution except those in relation to the Code of Conduct, Ethical Governance and Corporate Governance issues.
- vii. To monitor, review and make recommendations on the operation of the Council's decision-making structures.

#### **2. TO EXERCISE THE FUNCTIONS OF FULL COUNCIL IN RELATION TO:-**

- i. Electoral Registration and Elections.
- ii. All other Full Council functions not specifically dealt with by other Committees or reserved to the Council.
- iii. ~~Health and Safety within the meaning of Part 1 of the Health and Safety at Work Act 1974 other than in the Council's capacity as an employer.~~

## **DONCASTER HEALTH AND WELLBEING BOARD**

### **1. Purpose**

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

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

### **2. Aims**

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

### **3 Role and Functions**

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

#### **For recommendation to Council.**

Adoption of the Health and Wellbeing Strategy.

### **3.2 Key Responsibilities**

- Provide strategic leadership to promote health and wellbeing in and ensure that statutory duties are complied with;
- Assess the needs of the local population by leading the development of and monitoring the impact of the JSNA;
- To oversee the development of and monitoring the implementation of a joint Health and Wellbeing Strategy ensuring that issues highlighted in the strategy are taken forward by commissioners;
- To involve third parties and have regard to the NHS England mandate and statutory guidance in the preparation of the JSNA and JHWS.

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

### **3.3 Duties**

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

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

Joint Health and Wellbeing Strategy when conducting its annual performance assessment of the CCG.

- Produce and maintain a Pharmaceutical Needs Assessment.
- To agree and monitor the delivery of the Better Care Fund and make recommendations on the financial strategy to deliver the Better Care Fund to the relevant statutory bodies.
- Receive the minutes from both the Joint Commissioning Management Board and the Integrated Care Partnership Board.
- To receive the Doncaster Child Death Overview Panel Annual Report.

#### **4. Arrangements for the Conduct of Business**

##### **4.1 Conduct of Meetings**

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

##### **4.2 Chair of the Board**

***The Chair of the Board will be appointed at the Council Annual General Meeting each year.*** ~~The Chair will be either the Cabinet Member with responsibility for Adult Social Care or the Cabinet Member whose portfolio includes Public Health.~~

##### **4.3 Quorum**

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

## **DONCASTER COVID-19 OVERSIGHT BOARD**

### **Name**

The Board shall be called the Doncaster COVID-19 Oversight Board

### **Purpose**

The Board shall exist to:

1. Provide oversight, assurance and scrutiny of:
  - a) Plans to prevent and manage outbreaks of COVID-19 in Doncaster
  - b) Actions taken to prevent and manage outbreaks and their outcomes
2. Engage and communicate with residents and stakeholders
3. Monitor levels of infection and assure the Doncaster people that the Control Plan has been developed and is being delivered appropriately.

### **Chair**

The Board shall be Chaired by the Elected Mayor of Doncaster Council and the Cabinet member for Public Health, culture and Leisure shall be Vice-Chair. In the event that neither may attend the Deputy Mayor shall attend and shall chair the meeting.

### **Membership**

In addition to the Chair and Vice-Chair the Board shall comprise the:

- The Group Leaders or their nominees
- ~~South Yorkshire Police~~
- Locality cabinet members x4 (the cabinet member for public health counts as one)
- ~~South Yorkshire Fire and Rescue~~
- Council CEO
- Council DPH
- Health – Doncaster CCG
- Chair Inclusion and Fairness Forum
- Union representatives
- ~~Doncaster Chamber of commerce~~

### **Substitutes**

Each Member may nominate a substitute (who must be an elected member if substituting for an elected member) if they are unable to attend a meeting. The Vice-Chair will be a standing substitute for the Chair when unable to attend.

### **In Attendance**

The Director of Public Health, the Chief Executive of the Council and two members of the Officer-led COVID-19 Control Board, and such others as the Board shall determine.

### **Secretariat**

Members' Services of Doncaster Council will provide the secretariat.

## **Quorum**

The Board shall be Quorate if any five persons are present including the Chair and/or Vice-Chair. In the absence of both the Elected Mayor of Doncaster and the Cabinet member for Public Health, Culture and Leisure, the Board will still be quorate if the Deputy Mayor is in attendance and he will Chair the meeting.

## **Meetings**

Meetings may be held with such frequency as are required.

## **Public Attendance**

Members of the public may attend to observe proceedings. If in the judgement of the Chair confidential matters are to be discussed the meeting will be held in private. Members of the public will be allowed a period not exceeding 15 minutes to ask questions on agenda items. Any questions to be provided to Democratic Services not later than 3 working days in advance. At the discretion of the Chair a supplementary question may be asked arising from either the original question or the answer received.

## **NOTES**

1. The board does not have any decision making powers, its main function is one of support and challenge. This is because delegated decision making under the council's constitution rests with individuals and not the board. In practice, this means decision making by officers in consultation with the chair or the board.
2. Board members should make every effort to attend meetings, but they can delegate to named individuals as appropriate and must endeavour to ensure that the delegated person attends
3. Others, as appropriate, may be invited by the chair to attend for specific items on the agenda
4. The board will receive key documents before consideration by the decision maker and includes: benefits matrix, business case, draft decision reports, end project report, exception reports, formal appeal reports, gateway review reports, highlight reports, lessons learned report, news releases, press releases, project plan, reports to executive board, tender documentation (where appropriate) and web content.
5. The decision maker might not be a member of the board, nor be in attendance, so there must be a clear mechanism for comments and recommendations to reach the decision maker



## Doncaster Council

### Report

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**Date: 21st May, 2021**

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

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

#### **EXECUTIVE SUMMARY**

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

#### **RECOMMENDATIONS**

3. That the Council:-
  - (1) resolves before any adjustments are determined, that seats on Committees and Sub-Committees are allocated, as set out in the Table at paragraph 25 of the report;
  - (2) determines the necessary adjustments that the Labour Group and the Mexborough First Group lose 1 seat each on 2 different Committees/Sub-Committees;

- (3) as a consequence of the loss of the 2 seats at (2) above, allocate 1 seat to the Conservative Group and 1 seat to the Independent Member, Councillor Rob Reid;
- (4) determines the appointment of Members to Committees and Sub-Committees in accordance with the wishes of Political Groups;
- (5) notes that in appointing members to the Audit Committee, in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance, any Member appointed to Cabinet should not be a member of the Audit Committee;
- (6) notes the requirement to include at least one Executive Member on the Chief Officers Appointments Committee;
- (7) determines the appointment of Members as substitutes in respect of the following Committees and Sub-Committees, in accordance with the wishes of Political Groups:-
  - (a) Chief Officers Appointments Committee
  - (b) Chief Officers Appeals Committee
  - (c) Employee Relations Disputes Resolutions Committee
- (8) for the reasons set out at paragraph 8(iii) of the report, agree that the rules of proportionality do not apply to the Licensing Committee;
- (9) subject to (8) above, appoint Members to sit on the Licensing Committee (14 Members);
- (10) determines the appointment of Members to the following:-
  - (a) Parish Councils' Joint Consultative Committee (6 non-executive Members on a political proportionate basis (5 Labour Group Members and 1 Conservative Group Member); and
  - (b) Member Development Working Group (Cabinet Member with responsibility for Member Training and Development and 1 Member from each Political Group).
- (11) endorses the appointments of Antoinette Drinkhill as the Church of England representative and Bernadette Nesbit as the Roman Catholic representative on the Children and Young People's Overview and Scrutiny Panel and on the Overview and Scrutiny Management Committee (OSMC) when this Committee is considering issues relating to education matters, for the second year of a two year period to May 2022;
- (12) any appointments to the 2 outstanding Overview and Scrutiny Parent Governor Representatives vacancies be determined by OSMC during the course of the year;

- (13) agrees that future appointments made during the course of the year to any of the Overview and Scrutiny Co-opted Member vacancies, be determined by the OSMC;
- (14) determines the appointment of workforce representatives as non-voting invitees onto the OSMC and the Standing Panels, as detailed at paragraph 51 of the report;
- (15) agrees that the OSMC appoint as necessary, any further non-voting invitees to its membership or the membership of the Standing Panels during the course of the year, should it deem necessary;
- (16) agrees to re-appoint David Harle and Monica Clarke as non-voting co-opted Members on the Audit Committee for a 4 year period, to be reviewed at the Annual Council Meeting in 2025;
- (17) agrees to re-appoint Philip Beavers as the Independent Person to assist the Monitoring Officer in dealing with complaints of alleged Member misconduct for a further 4 year period to 31st May 2025; and
- (18) agrees that future reviews on the proportional allocation of seats on Committees and Sub-Committees, be limited to the Annual Meeting and if appropriate, a mid-point in the year.

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

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

**BACKGROUND**

- 5. At each Annual Council Meeting, the Authority has a statutory duty to review the allocation of seats on Committees. (This is explained in more detail in the Legal Implications of the report, paragraphs 11 to 18 refer). Following the Borough Council Elections held on 6th May, 2021, there has been a change in the political composition of the Council. The political composition of the Council now is as follows:-

<b>Political Group</b>	<b>Members</b>
Labour	41
Conservatives	11
Mexborough First	3
Independent Members	1

- 6. The allocation of seats on Council Committees outlined in this report, represents the best proportional ‘fit’ in accordance with the provisions of the Local Government and Housing Act 1989. Proportionality can be disapplied and alternative arrangements put in place by Council unanimously agreeing to such a variation.

7. The allocation of seats on Committees and Sub-Committees must be in accordance with the principles set out in the legal implications below. In summary, representation on Committees and Sub-Committees must, so far as possible, be proportional to the number of Members any group has on the Council as a whole.
8. All Political Groups have been notified of their allocations across all Committees, as described in this report, which represents the best proportional fit and were asked to express their wishes as to which Member(s) sits on which Committees. This information will be provided to Members prior to the meeting. The report also assumes that:-

- (i) Proportionality being applied to the Committees/Sub-Committees shown in the table below based on the membership indicated:-

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

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

10. In accordance with CIPFA guidance, the Audit Committee should not include Executive Members. Therefore, it is recommended that any Member who is appointed to Cabinet, should not be a member of the Audit Committee.

#### **LEGAL IMPLICATIONS [Officer Initials SRF Date 22.04.21]**

11. Sections 15, 16 and 17 of the Local Government and Housing Act 1989, set out the duties of the Local Authority and the allocation of seats to Political Groups on Committees to ensure political balance.
12. The cumulative effect of these duties is to require “proportionality” across the formal activities of the Authority, representing the overall political composition of the Authority so that there can, for example, be no one party Committees so far as they are constituted as formal Committees or Sub-Committees of the Council.
13. Section 15 provides for the Council to review the representation of different Political Groups on Committees and Sub-Committees when:-
  - (a) the Authority holds an Annual Meeting; and
  - (b) as soon as practicable after the Members of the Authority divide into different Political Groups.
14. The duty to make a determination as to political representation on Committees arises as soon as practicable after a review, according to the overriding principles that:-
  - (a) all the seats on a Committee are not allocated to the same Political Group;
  - (b) the majority of the seats on a Committee go to the Political Group which has a majority on the Full Council;
  - (c) subject to the above two principles, that the number of seats on the Committees of the Authority allocated to each Political Group bears the same proportion to the total of all the seats on the Committees of that Authority as is borne by the number of Members of that group to the Membership of the Authority; and
  - (d) subject to (a) - (c) above, that the number of the seats on the Committee which are allocated to each Political Group, bears the same proportion to the number of all the seats on that Committee as is borne by the number of Members of that Group to the Membership of the Authority.
15. Section 16 provides that once the Council has carried out its review and determined the allocation of seats further to the principles by which it is bound listed above, the Council has a duty to exercise its powers to make appointments to Committees as to give effect to such wishes about who is to be appointed to the seats on that Committee which are allocated to a particular Political Group as are expressed by that Political Group.

16. Section 16(2A) requires that where appointments fail to be made to seats on a Committee to which Section 15 applies otherwise than in accordance with a determination under that Section, it shall be the duty of the Council to exercise its power to make appointments so as to secure that the persons appointed to those seats are not Members of any Political Group.
17. Exceptions to these requirements of political balance may be made where arrangements are approved by the Council without any Member of the Council or a Committee voting against them.
18. The Licensing Committee is a dual function Committee. It is constituted under Section 101 of the Local Government Act 1972, to undertake various licensing functions and also under the Licensing Act, 2003, to exercise all the functions of the Licensing Authority.

### **ALLOCATION OF SEATS**

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

### **ALLOCATION OF SEATS ON COMMITTEES**

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

Labour	- 44	i.e.	41/56
Conservatives	- 12	i.e.	11/56
Mexborough First	- 3	i.e.	3/56

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

### **PROPORTIONAL ALLOCATION OF SEATS**

22. The seat entitlement of Political Groups on Committees and Sub-Committees of 11, 7 and 5, is calculated by dividing the number of seats available on the Committee between the Groups in the same proportion as the number of seats a Group has on the Council, e.g. on a Committee of 11 for the Labour Group  $41 \div 56 \times 11 = 8.05$  seats. The table below shows the allocation for all Groups on the Council:-

	5	7	11
Labour	3.66	5.13	8.05
Conservatives	0.98	1.38	2.16
Mexborough First	0.27	0.38	0.59

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

Firstly, consider 'whole' seat entitlement.

Labour	8
Conservatives	2

This completes the whole seat allocation to Political Groups.

24. Secondly, the remaining 1 seat is allocated to the remaining Group with the best proportional fit, indicated by the remaining "part" figure i.e. 1 seat to the Mexborough First Group (0.59 entitlement). The same approach is applied to the remaining Committees having regard to the size of each Committee. This completes the allocation of seats to Political Groups.

#### **PROPOSED SEAT ALLOCATIONS**

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

	<b>LABOUR</b>	<b>CONSERVATIVES</b>	<b>MEXBOROUGH FIRST</b>	
<b>COMMITTEE</b>	<b>Seats Allocated</b>	<b>Seats Allocated</b>	<b>Seats Allocated</b>	<b>Total No. of Seats on Committee</b>
PLANNING	<b>8</b>	<b>2</b>	<b>1</b>	<b>11</b>
ELECTIONS & DEMOCRATIC STRUCTURES	<b>8</b>	<b>2</b>	<b>1</b>	<b>11</b>
CHIEF OFFICERS APPOINTMENTS	<b>8</b>	<b>2</b>	<b>1</b>	<b>11</b>
AWARDS, GRANTS & TRANSPORT (APPEALS)	<b>5</b>	<b>1</b>	<b>1</b>	<b>7</b>
AUDIT	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>
CHIEF OFFICERS APPEALS	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>
EMPLOYEE RELATIONS DISPUTES RESOLUTION	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>
CHIEF OFFICERS INVESTIGATORY SUB	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>
<b>TOTAL ALLOCATED</b>	<b>45</b>	<b>11</b>	<b>4</b>	<b>60</b>
<b>Required Seat Allocation</b>	<b>44</b>	<b>12</b>	<b>3</b>	<b>59</b>
<b>Adjustments Required</b>	<b>-1</b>	<b>+1</b>	<b>-1</b>	<b>+1</b>

26. It can be seen that this initial allocation to provide proportionality on individual Committees and Sub-Committees, results in the Labour Group and the Mexborough First Group being over represented by 1 seat each.
27. Conversely, the Conservative Group is under represented by 1 seat.
28. To achieve the best proportional fit, adjustments are therefore required and the Council must decide:-
- (i) to remove 1 Labour Group seat on a Committee from the list shown below:-  
  
Audit Committee  
Chief Officers Appeals Committee  
Employee Relations Disputes Sub-Committee  
Chief Officers Investigatory Sub-Committee
  - (ii) to remove 1 Mexborough First Group seat on a Committee from the list shown below:-  
  
Planning Committee  
Elections and Democratic Structures Committee  
Chief Officers Appointments Committee  
Awards, Grants and Transport (Appeals) Committee
  - (iii) following the adjustments chosen under (i) and (ii) above, determine the allocation of 1 seat to the Conservative Group and 1 seat to the Independent Member, Councillor Rob Reid.
29. The Labour Group and the Mexborough First Group have been asked to express a view on which Committee they would prefer to have reduced representation to assist the Council in determining where adjustments should be made.
30. The Leader of the Labour Group has indicated that the Group would wish to lose 1 seat on the following Committee:-
- Chief Officers Appeals Committee
31. The Leader of the Mexborough First Group has indicated that the Group would wish to lose 1 seat on the following Committee:-
- Awards, Grants and Transport (Appeals) Committee
32. Having regard to paragraphs 26 to 31 above, the Council is required to determine which Committee to allocate a seat to the Conservative Group and which Committee to allocate a seat to the Independent Member.

33. The Leader of the Conservative Group has requested that their additional seat be on the Awards, Grants and Transport (Appeals) Committee.
34. If this is agreed by Council, the remaining seat on the Chief Officers Appeals Committee would be allocated to the Independent Member, Councillor Rob Reid.
35. The Council may (but is not compelled to) take these representations into account when determining final seat allocation. Members are reminded that Executive (Cabinet) Members cannot sit on Overview and Scrutiny Committees.
36. These allocations give effect so far as reasonably practicable to the requirements of the Act. It remains open to Members to agree a different allocation, but only if no Member votes against such proposals. If such agreement cannot be reached, the Council has no alternative but to act in accordance with the principles set out in paragraph 14 of this report.

#### **APPOINTMENT OF MEMBERS TO COMMITTEES**

37. Following determination of the allocation of seats to Political Groups, Council must appoint named Members to each Committee. Political Groups have been asked to indicate their wishes as to which Members are appointed to which Committee/Sub-Committee. A composite nominations list will be circulated to Members prior to the meeting.
38. The Council must appoint Members to Committees and Sub-Committees in accordance with the wishes of Political Groups and may take into account (but is not compelled to follow) the wishes of any Independent Members. (In the context of Doncaster, this means any Member not in a registered Political Group). For a Political Group to be recognised for the purpose of seat allocation, the Group must have a minimum of 2 Members.

#### **Chief Officers Appointments Committee**

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

#### **Planning and Licensing Committees**

40. The Planning and Licensing Committees discharge important regulatory functions. Ongoing training is provided to those Members who sit on these Committees so that they are fully aware of their obligations and legislative changes and developments, to be able to perform their respective roles and responsibilities. Induction training is mandatory for all Members appointed to serve on these Committees and once undertaken, is valid for the current four year term of office (up to May, 2025). Members who have not attended the training, are not permitted to take part in these meetings.

## **Audit Committee**

41. In addition to appointing 5 Elected Members to the Audit Committee, the Committee has appointed one non-voting co-opted Member with a financial background to this Committee; this is in line with CIPFA best practice. In addition to the above, the Committee has two further non-voting co-opted Members (David Harle and Monica Clarke) who can be called upon as and when required, to attend as members of the Hearings Sub-Committee to hear Code of Conduct complaints against Councillors. The term of office of these two independent members is due to expire at this year's Council Annual Meeting and therefore, the Council is asked to agree that David Harle and Monica Clarke are re-appointed for a 4 year period to align with those of Elected Members, to be reviewed at the Annual Council Meeting in 2025.

## **Overview and Scrutiny**

42. A brief overview of the remit of each Overview and Scrutiny body is detailed below:-
- **Overview and Scrutiny Management Committee** - to agree and co-ordinate the work programmes of the four Standing Panels. To consider issues around the Connected Council theme, regularly consider performance and budget, and undertake pre-decision Scrutiny of Council and partnership issues.
  - **Children and Young People's Panel** - to consider issues relating to improved outcomes for Children and Young People; Key focus on Doncaster Learning, accessing high quality education, improving skills and Doncaster Caring, children's social care delivered by the Doncaster Children's Trust.
  - **Regeneration and Housing Panel** - to consider issues relating to skills and enterprise, inward investment, economic development, strategic transport included within the Doncaster Working theme and housing issues considered under the Doncaster Living theme.
  - **Communities and Environment Panel** - to consider neighbourhood issues, street scene and highways, community safety as well as environmental issues included within the Doncaster Living theme.
  - **Health and Adult Social Care Panel** - to consider issues that fall within the remit of Public Health, Adult Social Care and wider health issues included within the Doncaster Caring theme.

## Meeting Arrangements

43. The membership of each Standing Panel is 9 Elected Members. However, there are also additional workforce representatives and Co-opted Members on the Panels, as detailed below at paragraphs 48 to 54.
44. To maximise cross-party representation, political proportionality to the scrutiny function is disapplied. If proportionality was applied to OSMC and the Scrutiny Panels, the total number of seats available to each Group and the Independent Member, Councillor Rob Reid, would be as follows:-

Labour	32
Conservatives	9
Mexborough First	2
Independent	1

45. Disapplying proportionality on Overview and Scrutiny provides an opportunity for a greater number of seats to be offered to those Members who are not in the Majority Group. This supports good governance principles by providing an opportunity for wider Member engagement and cross party participation. This also provides a wider pool of Members with an interest or expertise to participate in and help strengthen Overview and Scrutiny arrangements.
46. The Vice-Chairs of the Standing Panels may substitute for Panel Chairs where they are unable to attend OSMC. Council is asked to note that when appointing to OSMC/Overview and Scrutiny Panels, that in accordance with Overview and Scrutiny Procedure Rule 3b, not all Chairs and Vice-Chairs are to be drawn from the same Political Group.
47. In terms of fulfilling its statutory Health Scrutiny function, this is undertaken by the Health and Adult Social Care Panel and the statutory scrutiny functions around Crime and Disorder, will be undertaken by the Communities and Environment Panel.

## Overview and Scrutiny Invitees and Co-opted Members

48. In accordance with Rule 2 of the Overview and Scrutiny Procedure Rules, the Scrutiny body which has Education within its remit, will have the following co-optees on its Membership:-
- At least one Church of England Diocese representative;
  - At least one Roman Catholic Diocese representative; and
  - Between 2 and 5 (currently 3) Parent Governor representatives within its Membership who are entitled to vote on issues relating to education.

49. Parent Governor Representatives (England) Regulations 2001 state that Local Authorities shall appoint at least 2, but no more than 5 Parent Governor representatives to Overview and Scrutiny Committees from Local Authority maintained Schools. The Council currently looks to appoint to 2 vacancies, but unfortunately no interest has been received in recent years, despite promotion and advertisement of the remaining posts. This may also be due to the reduced number of Local Authority maintained schools. If there is interest shown, the Council agreed in 2017 that OSMC can appoint to the positions. The number of faith representatives (one Church of England and one Roman Catholic) appointed to the Scrutiny Committee with Education within its remit (the Children and Young People Panel) remains.
50. Our current arrangements allow for one representative from the Church of England and one from the Roman Catholic faith nominated by the Hallam Diocese. Antoinette Drinkhill has been nominated to represent the Church of England Diocese and Bernadette Nesbit has been nominated as the Roman Catholic nomination for the second of a two year period up to May 2022. Under the current structure, Council is asked to note that the co-optees may be invited to attend both meetings of the Children and Young People's Panel, and also OSMC where it considers issues relating to education. These co-opted Members have full voting rights on issues relating to education. They can contribute to debate and discussions around other children's issues but may not vote.
51. All Panels currently have a workforce representative who serve as an invitee, but do not have voting rights. Their purpose is to ensure workforce issues are represented during discussion. They are not appointed to represent their own views, association or individual members. Consultation is currently underway with the relevant Unions to identify named individuals to serve on OSMC/the Panels as non voting invitees. Should details of the proposed representatives not be available for the meeting, it is recommended that OSMC make the appointment of any outstanding workforce representatives.
52. Members are asked to note that if an invitee cannot attend, there are no arrangements to allow substitute invitees to attend.
53. Other non-voting invitees may be invited/appointed to the membership on a standing or ad-hoc basis in a non voting capacity, if it is believed they will enhance the process of Overview and Scrutiny. Council is asked to confirm that any additional appointments of standing invitees to OSMC or the Panels, be made by OSMC.
54. Council is also asked to note that in accordance with Overview and Scrutiny Procedure Rules, invitees will not be given access to confidential or exempt information as of right. Where the issue relates to the work of the Committee or Panel on which they serve, the Committee or Panel will need to agree the extent to which it would wish to allow its invitees to access this information prior to its consideration.

## **Appointment of Chairs and Vice-Chairs of Committees**

55. Council is reminded that it agreed at its meeting of 3rd March, 2015, that Members should not take up the role of Chair of a Committee unless they have attended Chairs training. Training on Effective Chairing is being arranged following the Annual General Meeting, to provide an opportunity for appointed Chairs to undertake this training. Once this has been undertaken, it will be valid for four years.

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

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

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

### **Parish Councils' Joint Consultative Committee (PCJCC)**

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

### **Health and Wellbeing Board**

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

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

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

- Majority Opposition Group representative
- Chief Executive of Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
- Chief Executive of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTHFT)
- Head of Co-Commissioning, NHS England (Yorkshire & Humber)
- Chief Officer, Doncaster Clinical Commissioning Group
- Doncaster District Commander, South Yorkshire Police
- Chief Executive, St Leger Homes
- Chief Executive of Doncaster Children's Services Trust
- Portfolio Holder with responsibility for Adult Social Care
- South Yorkshire Fire and Rescue
- Director of Economy and Environment
- Chief Executive, Primary Care Doncaster
- Assistant Director arts, Doncaster Community Arts (Health and Social Care Forum representative)
- Chief Executive of Voluntary Action Doncaster.

### **Doncaster Covid-19 Oversight Board**

60. On 22nd May, 2020 Government announced that as part of its national strategy to reduce infection from SARS-CoV-2, it would expect every area in England to create a local Outbreak Plan. Government expected that by the end of June that local plans, led by the Director of Public Health, would be produced. Officer level structures and Member level governance structures would need to be defined and stood up. The aim of the plans should be specifically to prevent and manage local outbreaks of infection.
61. Specific arrangements for addressing COVID-19 outbreaks would need to be stood up against that context of partnership working and therefore, plans would also require clear links into delivery and deployment of actions to be taken across all Team Doncaster partners, including Local Authority, NHS and Police powers and capabilities. This provided a clear need to link strongly to Team Doncaster COVID-19 'gold' and to the Local Resilience Forum.

62. Following initial discussions at Officer level, an officer led COVID-19 Control Board was established and a Member led COVID Oversight Board. The membership of the member led Oversight Board includes:-
- The Elected Mayor of Doncaster Council (Chair)
  - Cabinet Member for Public Health, Culture and Leisure (Vice-Chair)
  - The Group Leaders or their nominees
  - Locality Cabinet Members x4 (the Cabinet Member for Public Health counts as one)
  - Council Chief Executive Officer
  - Council Director of Public Health
  - Health – Doncaster CCG
  - Chair Inclusion and Fairness Forum
  - Union representatives

### **INDEPENDENT PERSON APPOINTED UNDER SECTION 28 OF THE LOCALISM ACT 2011**

63. Under the Localism Act 2011, the arrangements adopted by the Council to deal with the consideration of Councillor Code of Conduct complaints must include provision of one or more Independent Persons.
64. Under this Council's locally agreed process for the consideration of Councillor Code of Conduct complaints, provision was made for consultation by the Monitoring Officer with an Independent Person at each stage of the complaints process.
65. Mr Philip Beavers has carried out the role of Independent Person for Doncaster Council since the new local Standards arrangements were introduced in 2012. The Localism Act does not prescribe a time limit on the term of office of the Independent Person and this is therefore within the discretion of the Council. The Council can either carry out another recruitment process for a new Independent Person, or it can re-appoint Mr Beavers for a further term. Mr Beavers has a wealth of experience and knowledge on Standards and ethical governance matters, and has performed the role of Independent Person diligently. Mr Beavers has also confirmed that he is happy to continue undertaking this role. It is therefore proposed that he be re-appointed for a further 4 years, to 31st May 2025.

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

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

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

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

## **RISKS AND ASSUMPTIONS**

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

## **FINANCIAL IMPLICATIONS [Officer Initials PH Date 04.05.21]**

69. There are no specific financial implications associated with this report. There are no new positions being proposed and so the existing Members Ward Office budget is expected to be sufficient.

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 26.04.21]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 23.04.21]**

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

## **HEALTH IMPLICATIONS [Officer Initials RS Date 23.04.21]**

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

## **EQUALITY IMPLICATIONS [Officer Initials DMT Date 20.04.21]**

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

## **CONSULTATION**

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

## **BACKGROUND PAPERS:**

Report to Council – 24th September, 2020 - Local Government & Housing Act 1989 - Review of Allocation of Seats on Committees & Sub-Committees.

## **REPORT AUTHOR**

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**Damian Allen**  
**Chief Executive**



## Doncaster Council

### Report

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**Date: 21st May, 2021**

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

#### **APPOINTMENT OF CHAIRS AND VICE-CHAIRS OF COMMITTEES AND SUB-COMMITTEES**

##### **EXECUTIVE SUMMARY**

1. This report seeks nominations for the appointment of Members to serve as Chairs and Vice-Chairs on Committees and Sub-Committees, as attached at Appendix A to the report.

##### **RECOMMENDATION**

2. That the Council determines the appointment of Chairs and Vice-Chairs of Committees and Sub-Committees of the Council, listed at Appendix A to the report.

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

3. The Council has a legal requirement to appoint a Chair to all of its Committees. By appointing Chairs and Vice-Chairs to Committees and Panels, the Council satisfies this requirement and citizens will know who Chair's these meetings.

##### **BACKGROUND**

4. At the Annual Meeting of Council, appointments are made to the positions of Chair and Vice-Chair of Committees and Sub-Committees of the Council, including Overview and Scrutiny Panels, for the ensuing Municipal Year. A number of these positions attract a special responsibility allowance detailed in the Member Allowance Scheme, as set out within Part 6 of the Council's Constitution.
5. Members are also asked to note that in accordance with Rule 3 of the Overview and Scrutiny Procedure Rules, as detailed in the Constitution, Council should ensure that not all Chairs and Vice-Chairs are drawn from the same political party. This is in line with current best practice which seeks to ensure that Members outside the majority group, have an

opportunity to help shape and influence the strategic Overview and Scrutiny agenda.

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

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

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

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

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 30.04.21]**

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

## **FINANCIAL IMPLICATIONS [Officer Initials PH Date 12.04.21]**

10. The Members' Allowances Scheme makes provision for Special Responsibility Allowances to be paid to some Chair and Vice-Chair positions on Committees and Sub-Committees.

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 20.04.21]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 12.04.21]**

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

## **HEALTH IMPLICATIONS [Officer Initials RS Date 12.04.21]**

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

## **EQUALITY IMPLICATIONS [Officer Initials DMT Date 12.04.21]**

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

## **CONSULTATION**

15. Consultation has taken place with Group Leaders in respect of the proportional allocation of seats and the appointment of Chairs and Vice-Chairs on Committees and Sub-Committees, prior to this meeting taking place.

## **BACKGROUND PAPERS**

Council Constitution.

## **REPORT AUTHOR**

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**Damian Allen**  
**Chief Executive**

**APPOINTMENT OF CHAIRS & VICE-CHAIRS**

	<b><u>CHAIR</u></b> <b>(Nomination Required)</b>	<b><u>VICE-CHAIR</u></b> <b>(Nomination Required)</b>
Overview & Scrutiny Management Committee		
Communities & Environment Overview & Scrutiny Panel		
Regeneration & Housing Overview & Scrutiny Panel		
Children & Young People's Overview & Scrutiny Panel		
Health & Adult Social Care Overview & Scrutiny Panel		
Planning Committee		
Elections & Democratic Structures Committee		
Chief Officers' Appointments Committee		
Awards, Grants & Transport (Appeals) Committee		
Chief Officer Appeals Committee		
Audit Committee		
Employee Relations Disputes Resolution Committee		
Chief Officers Investigatory Sub-Committee		
Licensing Committee		
Health & Wellbeing Board		To be appointed at the first meeting of the Health & Wellbeing Board



## Doncaster Council

### Report

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**Date: 21st May, 2021**

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

**DIARY OF MEETINGS – 2021/23**

#### **EXECUTIVE SUMMARY**

1. The purpose of this report is to approve a schedule of meetings for the 2021/22 and 2022/23 Municipal Years, attached at Appendix A.

#### **RECOMMENDATION**

2. Council is asked to:-
  - (i) approve the proposed Diary of Meetings for the 2021/22 and 2022/23 Municipal Years, attached at Appendix A; and
  - (ii) note the schedule of Cabinet meetings determined by the Mayor of Doncaster.

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

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

#### **BACKGROUND**

4. At its meeting on 21st January, 2021, the Council considered a report outlining a proposed Diary of Meetings for the 2021/22 and 2022/23 Municipal Years, upon which comments were sought.

### **Issues to note**

5. The frequency of Council meetings has been retained at six with evening meetings starting at 6.00pm being held in the months of July and September.
6. In order to comply with the statutory timescale for agreeing the Council Budget and setting the Council Tax, these issues will be determined at the Council meetings in February each Municipal Year.
7. Meetings have been kept to a minimum during peak holiday periods in late July/August and over the Christmas period.
8. A schedule of Cabinet Meetings approved by the Mayor of Doncaster, has been incorporated in the Diary of Meetings.
9. The dates for Overview and Scrutiny Management Committee meetings have been diarised to ensure that they synchronise with the budget setting process and coincide with the publication of the quarterly Performance and Improvement reports, in order to be considered in a timely manner.
10. This report now presents a final version of the Diary of Meetings for 2021/22 and 2022/23 Municipal Years.

### **Member Training**

11. Member Training sessions have been programmed during the Municipal Year.

### **The E-Diary**

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

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

13. Members are requested to either approve or amend the proposed Diary of Meetings for the 2021/22 and 2022/23 Municipal Years.

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

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

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 30.04.21]**

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

## **FINANCIAL IMPLICATIONS [Officer Initials PH Date 12.04.21]**

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

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 20.04.21]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 12.04.21]**

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

## **HEALTH IMPLICATIONS [Officer Initials RS Date 12.04.21]**

20. 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 12.04.21]**

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

## **CONSULTATION**

22. 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 2021/22 and 2022/23 Municipal Years.

## **REPORT AUTHOR AND CONTACT OFFICER**

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## **BACKGROUND PAPERS**

Report to Council on 21st January, 2021 (Proposed Diary of Meetings 2021/23)

**Damian Allen  
Chief Executive**

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(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)	10.00 am Planning Induction Member Training	<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>		9.00 am – 4.15 pm Member Induction	10.00 am – 2.30 pm Member Induction	2.00 pm Licensing Induction Member Training	
	5th May, 2021	12th May, 2021	19th May, 2021	26th May, 2021	
<b>W E D N E S D A Y</b>		9.00 am – 4.15 pm Member Induction	9.30 am – 1.30 pm Member Induction	3.00 pm Doncaster Covid-19 Oversight Board	
	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>	9.00 am – 4.15 pm Member Induction	1.00 pm - 3.00 pm Member Induction  5.00 pm Deadline for Questions & Statements for Covid-19 Board	10.00 am Audit Induction Member Training  3.30 pm Chairs Member Training	
	7th May, 2021	14th May, 2021	21st May, 2021	28th May, 2021	
<b>F R I D A Y</b>		9.00 am – 1.30 pm Member Induction	10.00 am Group Meetings (Mansion House)  11.00 am ANNUAL COUNCIL MEETING		

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	7th June, 2021	14th June, 2021	21st June, 2021	28th June, 2021
<b>M O N D A Y</b>	2.00 pm Communities & Environment Overview & Scrutiny Panel (Work Planning)			
	1st June, 2021	8th June, 2021	15th June, 2021	22nd June, 2021
<b>T U E S D A Y</b>	5.00 pm Children’s Services Safeguarding & Corporate Parenting Member Training	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Children & Young People Overview & Scrutiny Panel (Work Planning) 1.30 pm Child Exploitation Member Training	12 Noon Planning Training 2.00 pm Planning Committee
	2nd June, 2021	9th June, 2021	16th June, 2021	23rd June, 2021
<b>W E D N E S D A Y</b>	4.00 pm Corporate Parenting Board	10.00 am Cabinet 10.30 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning) 2.00 pm Chairs Member Training	2.00 pm Adult Safeguarding Member Training	10.00 am Cabinet 2.00 pm Audit Committee 3.00 pm Doncaster Covid-19 Oversight Board
	3rd June, 2021	10th June, 2021	17th June, 2021	24th June, 2021
<b>T H U R S D A Y</b>	10.00 Overview and Scrutiny Management Committee (Work Planning) 5.00 pm Health & Safety Member Training	9.00 am Health & Wellbeing Board	10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Covid-19 Board	10.00 am Overview and Scrutiny Management Committee
	4th June, 2021	11th June, 2021	18th June, 2021	25th June, 2021
<b>F R I D A Y</b>	9.30 am Planning Committee Site Visits 3.30 pm Health & Adult Social Care Overview & Scrutiny Panel (Work Planning) 5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	5th July, 2021	12th July, 2021	19th July, 2021	26th July, 2021
M O N D A Y		5.30 pm Labour Group Meeting	2.00 pm Local Government Finance Member Training	
T U E S D A Y	6th July, 2021	13th July, 2021	20th July, 2021	27th July, 2021
	12 Noon Deadline for Questions & Motions to Council 4.30 pm Child Exploitation Member Training	10.00 am Elections & Democratic Structures Committee	5.00 pm Equalities Member Training	12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	7th July, 2021	14th July, 2021	21st July, 2021	28th July, 2021
	10.00 am Cabinet 10.00 am Children's Services Safeguarding & Corporate Parenting Member Training 1.30 pm Parish Councils Joint Consultative Committee 5.00 pm Adult Safeguarding Member Training	10.00 am Equalities Member Training 4.00 pm Corporate Parenting Board	10.00 am Cabinet 3.00 pm Doncaster Covid-19 Oversight Board	10.00 am Communities & Environment Overview & Scrutiny Panel
T H U R S D A Y	1st July, 2021	8th July, 2021	15th July, 2021	22nd July, 2021
	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.30 pm Standing Advisory Council for Religious Education	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Covid-19 Board 5.00 pm Group Meetings 6.00 pm COUNCIL	10.00 am Health & Safety Member Training 4.30 pm Children & Young People Overview & Scrutiny Panel
F R I D A Y	2nd July, 2021	9th July, 2021	16th July, 2021	23rd July, 2021
	10.00 am Code of Conduct Member Training 5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(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>			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>		10.00 am Cabinet	3.00 pm Doncaster Covid-19 Oversight Board		
	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 Covid-19 Board			
	6th August, 2021	13th August, 2021	20th August, 2021	27th August, 2021	
<b>F R I D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits			

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(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	
	7th September, 2021	14th September, 2021	21st September, 2021	28th September, 2021
T U E S D A Y	10.00 am Awards, Grants & Transport (Appeals) Committee  5.00 pm Outside Bodies Member Training	12 Noon Deadline for Questions & Motions to Council  12 Noon Planning Training  2.00 pm Planning Committee		
	1st September, 2021	8th September, 2021	15th September, 2021	22nd September, 2021
W E D N E S D A Y	10.00 am Cabinet  10.00 am Performance Management Member Training	4.00 pm Corporate Parenting Board	10.00 am Cabinet  3.00 pm Doncaster Covid-19 Oversight Board	10.00 am Outside Bodies Member Training  5.00 pm Performance Management Member Training
	2nd September, 2021	9th September, 2021	16th September, 2021	23rd September, 2021
T H U R S D A Y	9.00 am Health & Wellbeing Board	10.00 am Overview & Scrutiny Management Committee  5.00 pm Local Government Finance Member Training	10.00 am Licensing Committee  4.30 pm Children & Young People Overview & Scrutiny Panel  5.00 pm Deadline for Questions & Statements for Covid-19 Board	10.00 am Health & Adult Social Care Overview & Scrutiny Panel  5.00 pm Group Meetings  6.00 pm COUNCIL
	3rd September, 2021	10th September, 2021	17th September, 2021	24th September, 2021
F R I D A Y	5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	4th October, 2021	11th October, 2021	18th October, 2021	25th October, 2021
M O N D A Y				
T U E S D A Y	5th October, 2021 10.00 am Awards, Grants & Transport (Appeals) Committee	12th October, 2021 12 Noon Planning Training 2.00 pm Planning Committee	19th October, 2021	26th October, 2021
W E D N E S D A Y	6th October, 2021 10.00 am Cabinet	13th October, 2021 10.00 am Regeneration & Housing Overview & Scrutiny Panel	20th October, 2021 10.00 am Cabinet 3.00 pm Doncaster Covid-19 Oversight Board	27th October, 2021
T H U R S D A Y	7th October, 2021 10.00 am Overview & Scrutiny Management Committee	14th October, 2021 5.00 pm Deadline for Questions & Statements for Covid-19 Board	21st October, 2021	28th October, 2021 10.00 am Audit Committee
F R I D A Y	1st October, 2021 5.00 pm Deadline for Questions & Statements for Cabinet	8th October, 2021 9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet	15th October, 2021 5.00 pm Deadline for Questions & Statements for Cabinet	22nd October, 2021 5.00 pm Deadline for Questions & Statements for Cabinet

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### Schedule of Meetings 1st May, 2021 to 31st May, 2023

(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	1.30 pm Health & Adult Social Care Overview & Scrutiny Panel	
	2nd November, 2021	9th November, 2021	16th November, 2021	23rd November, 2021	30th November, 2021
T U E S D A Y		12 Noon Deadline for Motions & Questions for Council  12 Noon Planning Training  2.00 pm Planning Committee		10.00 am Elections & Democratic Structures Committee	
	3rd November, 2021	10th November, 2021	17th November, 2021	24th November, 2021	
W E D N E S D A Y	10.00 am Cabinet		10.00 am Cabinet  2.00 pm Audit Committee  3.00 pm Doncaster Covid-19 Oversight Board	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	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 Covid-19 Board	1.00 pm Group Meetings  2.00 pm COUNCIL		
	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	5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(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			<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>	10.00 am Cabinet		10.00 am Cabinet  3.00 pm Doncaster Covid-19 Oversight Board	
	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 Covid-19 Board		
	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			
		5.00 pm Deadline for Questions & Statements for Cabinet		

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	3rd January, 2022	10th January, 2022	17th January, 2022	24th January, 2022	31st January, 2022
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>		5.30 pm Labour Group Meeting		1.30 pm Health & Adult Social Care Overview & Scrutiny Panel
<b>T U E S D A Y</b>	4th January, 2022	11th January, 2022	18th January, 2022	25th January, 2022	
		12 Noon Deadline for Questions & Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee		10.00 am Awards, Grants & Transport Appeals Committee	
<b>W E D N E S D A Y</b>	5th January, 2022	12th January, 2022	19th January, 2022	26th January, 2022	
			10.00 am Cabinet  4.00 pm Corporate Parenting Board	10.00 am Audit Committee	
<b>T H U R S D A Y</b>	6th January, 2022	13th January, 2022	20th January, 2022	27th January, 2022	
		9.00 am Health & Wellbeing Board	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Overview & Scrutiny Management Committee	
<b>F R I D A Y</b>	7th January, 2022	14th January, 2022	21st January, 2022	28th January, 2022	
	9.30 am Planning Committee Site Visits	5.00 pm Deadline for Questions & Statements for Cabinet		9.30 am Planning Committee Site Visits  5.00 pm Deadline for Questions & Statements for Cabinet	

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	7th February, 2022	14th February, 2022	21st February, 2022	28th February, 2022
<b>M O N D A Y</b>				1.00 pm Group Meetings  2.00 pm COUNCIL (Budget Setting & Council Tax)
	1st February, 2022	8th February, 2022	15th February, 2022	22nd February, 2022
<b>T U E S D A Y</b>	12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Elections & Democratic Structures Committee	10.00 am Awards, Grants & Transport Appeals Committee	
	2nd February, 2022	9th February, 2022	16th February, 2022	23rd February, 2022
<b>W E D N E S D A Y</b>	10.00 am Cabinet	10.00 am Communities & Environment Crime and Disorder Overview & Scrutiny Panel	10.00 am Cabinet	5.30 pm Labour Group Meeting
	3rd February, 2022	10th February, 2022	17th February, 2022	24th February, 2022
<b>T H U R S D A Y</b>	10.00 am Overview & Scrutiny Management Committee		12 Noon Deadline for Questions & Motions to Council  4.30 pm Standing Advisory Council for Religious Education	10.00 am Overview and Scrutiny Management Committee
	4th February, 2022	11th February, 2022	18th February, 2022	25th February, 2022
<b>F R I D A Y</b>		5.00 pm Deadline for Questions & Statements for Cabinet		9.30 am Planning Committee Site Visits  5.00 pm Deadline for Questions & Statements for Cabinet

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

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

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(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>				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>		10.00 am Cabinet		10.00 am Cabinet
	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
	1st April, 2022	8th April, 2022	15th April, 2022	22nd April, 2022
<b>F R I D A Y</b>		5.00 pm Deadline for Questions & Statements for Cabinet	<b>BANK HOLIDAY</b>	9.30 am Planning Committee Site Visits  5.00 pm Deadline for Questions & Statements for Cabinet

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(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)		10.00 Overview and Scrutiny Management Committee (Work Planning)
	3rd May, 2022	10th May, 2022	17th May, 2022	24th May, 2022	31st May, 2022
<b>T U E S D A Y</b>					12 Noon Planning Training 2.00 pm Planning Committee
	4th May, 2022	11th May, 2022	18th May, 2022	25th May, 2022	
<b>W E D N E S D A Y</b>		10.00 am Cabinet		10.00 am Cabinet  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>	5.00 pm Deadline for Questions & Statements for Cabinet		10.00 am Group Meetings (Mansion House)  11.00 am Annual Council Meeting - Mansion House (Reconvene @ 2.00pm, Civic Office)  5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits	

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	6th June, 2022	13th June, 2022	20th June, 2022	27th June, 2022
<b>M O N D A Y</b>	10.00 am Communities & Environment Overview & Scrutiny Panel (Work Planning)			
	7th June, 2022	14th June, 2022	21st June, 2022	28th June, 2022
<b>T U E S D A Y</b>		10.00 am Children & Young People Overview & Scrutiny Panel (Work Planning)		12 Noon Planning Training 2.00 pm Planning Committee
	1st June, 2022	8th June, 2022	15th June, 2022	22nd June, 2022
<b>W E D N E S D A Y</b>	4.00 pm Corporate Parenting Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Cabinet 10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Audit Committee	10.00 am Cabinet
	2nd June, 2022	9th June, 2022	16th June, 2022	23rd June, 2022
<b>T H U R S D A Y</b>	<b>BANK HOLIDAY</b>	9.00 am Health & Wellbeing Board	10.00 am Licensing Committee	10.00 am Overview and Scrutiny Management Committee 4.30 pm Standing Advisory Council for Religious Education
	3rd June, 2022	10th June, 2022	17th June, 2022	24th June, 2022
<b>F R I D A Y</b>	<b>BANK HOLIDAY</b>		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	4th July, 2022	11th July, 2022	18th July, 2022	25th July, 2022
M O N D A Y		5.30 pm Labour Group Meeting		
T U E S D A Y	5th July, 2022	12 Noon Deadline for Questions & Motions to Council	12th July, 2022	10.00 am Elections & Democratic Structures Committee
			19th July, 2022	26th July, 2022
				12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	6th July, 2022	10.00 am Cabinet 1.30 pm Parish Councils Joint Consultative Committee	13th July, 2022	4.00 pm Corporate Parenting Board
			20th July, 2022	27th July, 2022
				10.00 am Cabinet 10.00 am Communities & Environment Overview & Scrutiny Panel
T H U R S D A Y	7th July, 2022	10.00 am Overview & Scrutiny Management Committee	14th July, 2022	5.00 pm Group Meetings 6.00 pm COUNCIL
			21st July, 2022	28th July, 2022
				10.00 am Audit Committee 4.30 pm Children & Young People Overview & Scrutiny Panel
F R I D A Y	1st July, 2022	8th July, 2022	15th July, 2022	22nd July, 2022
	5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits
				29th July, 2022

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**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	1st August, 2022	8th August, 2022	15th August, 2022	22nd August, 2022	29th August, 2022
<b>M O N D A Y</b>					<b>BANK HOLIDAY</b>
	2nd August, 2022	9th August, 2022	16th August, 2022	23rd August, 2022	30th August, 2022
<b>T U E S D A Y</b>				12 Noon Planning Training 2.00 pm Planning Committee	
	3rd August, 2022	10th August, 2022	17th August, 2022	24th August, 2022	31st August, 2022
<b>W E D N E S D A Y</b>		10.00 am Cabinet			
	4th August, 2022	11th August, 2022	18th August, 2022	25th August, 2022	
<b>T H U R S D A Y</b>					
	5th August, 2022	12th August, 2022	19th August, 2022	26th August, 2022	
<b>F R I D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet		9.30 am Planning Committee Site Visits		

## APPENDIX A

### Schedule of Meetings 1st May, 2021 to 31st May, 2023

(Shaded area denotes School Holidays)

	5th September, 2022	12th September, 2022	19th September, 2022	26th September, 2022
M O N D A Y			5.30 pm Labour Group Meeting	
	6th September, 2022	13th September, 2022	20th September, 2022	27th September, 2022
T U E S D A Y	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	
	7th September, 2022	14th September, 2022	21st September, 2022	28th September, 2022
W E D N E S D A Y	10.00 am Cabinet	4.00 pm Corporate Parenting Board	10.00 am Cabinet	
	1st September, 2022	8th September, 2022	15th September, 2022	22nd September, 2022
T H U R S D A Y	9.00 am Health & Wellbeing Board	10.00 am Overview & Scrutiny Management Committee	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 Group Meetings 6.00 pm COUNCIL
	2nd September, 2022	9th September, 2022	16th September, 2022	23rd September, 2022
F R I D A Y	5.00 pm Deadline for Questions & Statements for Cabinet		9.30 am Planning Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet	5.00 pm Deadline for Questions & Statements for Cabinet

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	3rd October, 2022	10th October, 2022	17th October, 2022	24th October, 2022	31st October, 2022
M O N D A Y					
T U E S D A Y	4th October, 2022	11th October, 2022	18th October, 2022	25th October, 2022	
		10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Planning Training 2.00 pm Planning Committee		
W E D N E S D A Y	5th October, 2022	12th October, 2022	19th October, 2022	26th October, 2022	
	10.00 am Cabinet		10.00 am Cabinet 10.00 am Regeneration & Housing Overview & Scrutiny Panel		
T H U R S D A Y	6th October, 2022	13th October, 2022	20th October, 2022	27th October, 2022	
		10.00 am Overview & Scrutiny Management Committee		10.00 am Audit Committee	
F R I D A Y	7th October, 2022	14th October, 2022	21st October, 2022	28th October, 2022	
		9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	7th November, 2022	14th November, 2022	21st November, 2022	28th November, 2022
<b>M O N D A Y</b>		5.30 pm Labour Group Meeting		
	1st November, 2022	8th November, 2022	15th November, 2022	22nd November, 2022
<b>T U E S D A Y</b>		12 Noon Deadline for Motions & Questions for Council	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Elections & Democratic Structures Committee
	2nd November, 2022	9th November, 2022	16th November, 2022	23rd November, 2022
<b>W E D N E S D A Y</b>	10.00 am Cabinet		10.00 am Cabinet 1.30 pm Parish Councils Joint Consultative Committee	4.00 pm Corporate Parenting Board
	3rd November, 2022	10th November, 2022	17th November, 2022	24th November, 2022
<b>T H U R S D A Y</b>	10.00 am Overview & Scrutiny Management Committee	9.00 am Health & Wellbeing Board 4.30 pm Standing Advisory Council for Religious Education	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Health & Adult Social Care Overview & Scrutiny Panel
	4th November, 2022	11th November, 2022	18th November, 2022	25th November, 2022
<b>F R I D A Y</b>		9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	5th December, 2022	12th December, 2022	19th December, 2022	26th December, 2022
<b>M O N D A Y</b>				<b>BANK HOLIDAY</b>
	6th December, 2022	13th December, 2022	20th December, 2022	27th December, 2022
<b>T U E S D A Y</b>		12 Noon Planning Training 2.00 pm Planning Committee		<b>BANK HOLIDAY</b>
	7th December, 2022	14th December, 2022	21st December, 2022	28th December, 2022
<b>W E D N E S D A Y</b>		10.00 am Cabinet		
1st December, 2022	8th December, 2022	15th December, 2022	22nd December, 2022	29th December, 2022
<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		
2nd December, 2022	9th December, 2022	16th December, 2022	23rd December, 2022	30th December, 2022
<b>F R I D A Y</b>	9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet			

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	2nd January, 2023	9th January, 2023	16th January, 2023	23rd January, 2023	30th January, 2023
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>		5.30 pm Labour Group Meeting		10.00 am Health & Adult Social Care Overview & Scrutiny Panel
	3rd January, 2023	10th January, 2023	17th January, 2023	24th January, 2023	31st January, 2023
<b>T U E S D A Y</b>		12 Noon Deadline for Questions & Motions to Council  12 Noon Planning Training  2.00 pm Planning Committee		10.00 am Awards, Grants & Transport Appeals Committee	
	4th January, 2023	11th January, 2023	18th January, 2023	25th January, 2023	
<b>W E D N E S D A Y</b>			10.00 am Cabinet  4.00 pm Corporate Parenting Board		
	5th January, 2023	12th January, 2023	19th January, 2023	26th January, 2023	
<b>T H U R S D A Y</b>		9.00 am Health & Wellbeing Board	1.00 pm Group Meetings  2.00 pm COUNCIL	10.00 am Overview & Scrutiny Management Committee  2.00 pm Audit Committee	
	6th January, 2023	13th January, 2023	20th January, 2023	27th January, 2023	
<b>F R I D A Y</b>	9.30 am Planning Committee Site Visits				5.00 pm Deadline for Questions & Statements for Cabinet
		5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	6th February, 2023	13th February, 2023	20th February, 2023	27th February, 2023
M O N D A Y				1.00 pm Group Meetings  2.00 pm COUNCIL (Budget Setting & Council Tax)
	7th February, 2023	14th February, 2023	21st February, 2023	28th February, 2023
T U E S D A Y	10.00 am Elections & Democratic Structures Committee  12 Noon Planning Training  2.00 pm Planning Committee	10.00 am Awards, Grants & Transport Appeals Committee		
	1st February, 2023	8th February, 2023	15th February, 2023	22nd February, 2023
W E D N E S D A Y	10.00 am Cabinet	10.00 am Cabinet  10.00 am Communities & Environment Crime and Disorder Overview & Scrutiny Panel	5.30 pm Labour Group Meeting	
	2nd February, 2023	9th February, 2023	16th February, 2023	23rd February, 2023
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	12 Noon Deadline for Questions & Motions to Council  4.30 pm Standing Advisory Council for Religious Education	10.00 am Overview and Scrutiny Management Committee	
	3rd February, 2023	10th February, 2023	17th February, 2023	24th February, 2023
F R I D A Y	9.30 am Planning Committee Site Visits	5.00 pm Deadline for Questions & Statements for Cabinet	5.00 pm Deadline for Questions & Statements for Cabinet	

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	6th March, 2023	13th March, 2023	20th March, 2023	27th March, 2023
M O N D A Y				
	7th March, 2023	14th March, 2023	21st March, 2023	28th March, 2023
T U E S D A Y	12 Noon Planning Training 2.00pm Planning Committee			
	1st March, 2023	8th March, 2023	15th March, 2023	22nd March, 2023
W E D N E S D A Y	10.00 am Cabinet	10.00 am Regeneration & Housing Overview & Scrutiny Panel	10.00 am Cabinet 4.00 pm Corporate Parenting Board	1.30 pm Parish Councils Joint Consultative Committee 10.00 am Cabinet
	2nd March, 2023	9th March, 2023	16th March, 2023	23rd March, 2023
T H U R S D A Y		9.00 am Health & Wellbeing Board	10.00 am Licensing Committee 4.30 pm Children & Young People Overview & Scrutiny Panel	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 10.00 am Overview & Scrutiny Management Committee
	3rd March, 2023	10th March, 2023	17th March, 2023	24th March, 2023
F R I D A Y	9.30 am Planning Committee Site Visits	5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet 9.30 am Planning Committee Site Visits

**APPENDIX A**

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	3rd April, 2023	10th April, 2023	17th April, 2023	24th April, 2023
<b>M O N D A Y</b>		<b>BANK HOLIDAY</b>		
<b>T U E S D A Y</b>	4th April, 2023  12 Noon Planning Training  2.00 pm Planning Committee	11th April, 2023	18th April, 2023	25th April, 2023
<b>W E D N E S D A Y</b>	5th April, 2023  5.00 pm Deadline for Questions & Statements for Cabinet	12th April, 2023  10.00 am Cabinet	19th April, 2023	26th April, 2023  10.00 am Cabinet
<b>T H U R S D A Y</b>	6th April, 2023  10.00 am Audit Committee	13th April, 2023	20th April, 2023	27th April, 2023
<b>F R I D A Y</b>	7th April, 2023  <b>BANK HOLIDAY</b>	14th April, 2023	21st April, 2023  5.00 pm Deadline for Questions & Statements for Cabinet	28th April, 2023  9.30 am Planning Committee Site Visits

**Schedule of Meetings 1st May, 2021 to 31st May, 2023**

(Shaded area denotes School Holidays)

	1st May, 2023	8th May, 2023	15th May, 2023	22nd May, 2023	29th May, 2023
<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>
	2nd May, 2023	9th May, 2023	16th May, 2023	23rd May, 2023	30th May, 2023
<b>T U E S D A Y</b>	12 Noon Planning Training 2.00 pm Planning Committee				12 Noon Planning Training 2.00 pm Planning Committee
	3rd May, 2023	10th May, 2023	17th May, 2023	24th May, 2023	31st May, 2023
<b>W E D N E S D A Y</b>		10.00 am Cabinet		10.00 am Cabinet  4.00 pm Corporate Parenting Board	
	4th May, 2023	11th May, 2023	18th May, 2023	25th May, 2023	
<b>T H U R S D A Y</b>				10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	
	5th May, 2023	12th May, 2023	19th May, 2023	26th May, 2023	
<b>F R I D A Y</b>	5.00 pm Deadline for Questions & Statements for Cabinet		10.00 am Group Meetings (Mansion House) 11.00 am Annual Council Meeting - Mansion House (Reconvene @ 2.00pm, Civic Office)  5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits	

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# Doncaster Council

## Report

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21<sup>st</sup> May, 2021

### To the Chair and Members of the COUNCIL

### COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2021/22

#### EXECUTIVE SUMMARY

1. The purpose of this report is to determine the appointment of representatives to the schedule of Outside Bodies which are deemed Council appointments for the 2021/22 Municipal Year.

#### RECOMMENDATION

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

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

3. In addition to being appointed to Committees and Panels within the Council, Councillors are also appointed to external bodies such as charitable bodies, local partnerships and other organisations. This can be either as representatives of the Council, as trustees or directors in their own right. The Council also has representatives on bodies such as the South Yorkshire Fire and Rescue Authority, South Yorkshire Pensions Authority and the Police and Crime Panel. Such appointments help to ensure that the Council's views are represented to local and national groups and, where the representative has voting rights, that the Council is involved in any decisions that may affect the people of the Borough.

#### BACKGROUND

4. Appendix A to this report details the outside bodies where appointments are required to be made at this meeting.
5. Work is carried out each year to ensure that all details held on file in respect of each outside body and the capacity in which the appointee will serve, are correct and up-to-date as this information can change regularly. Incorporated within Appendix A are details of each outside body, term of office, capacity in which the appointee(s) will serve and any other relevant details. This is based on information provided by each of the outside bodies. Unless otherwise specified, the term of office for outside bodies runs from the date of appointment (this is usually Annual Council) until the appointment is reviewed at the next Annual Council meeting. Where it is not possible to review appointments at Annual Council, current appointments will roll forward until such time as they can be reviewed; this is to ensure that the Council retains representation on these bodies.

Where vacancies arise in-year or cannot be made at Annual Council e.g. an appointee is no longer eligible to represent the Council or resigns, the Council will look to fill these positions as soon as is reasonably practical.

### **South Yorkshire Joint Authorities**

6. Appointments to the Joint Authorities are made annually and are subject to the rules of “political proportionality” provided by the Local Government and Housing Act 1989. Seat allocations on these bodies are determined by calculating political proportionality across South Yorkshire.

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

7. The option to appoint to the Outside Bodies detailed within the appendix seeks to ensure the Council’s views are represented to local and national groups and, where the representative has voting rights, to be involved in any decisions that may affect the people of the Borough.
8. The option not to appoint to the list of Outside Bodies would mean a loss of opportunity for the Council in lobbying, decision making, representing the Council’s views and influencing future policy.

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

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

### **RISKS & ASSUMPTIONS**

10. Appointees to outside bodies will need to act strategically and ensure issues of significance are effectively reported back to the Authority where appropriate.
11. In recent years, the Council has reviewed the Governance of the Council’s arrangements and relationship with outside bodies and partnerships. One of the key elements of this work has been to ensure that representatives appointed to Outside Bodies are clear of their roles and responsibilities. A particular risk exists where representatives may act beyond their powers or potentially commit the Council to unauthorised actions or expenditure. To mitigate this risk, training is provided for all individuals appointed to outside bodies to raise awareness and provide clarity and understanding of their roles. A partnership officer has also been identified for each group to support the appointed members. In addition, the Council may also provide indemnity insurance for individuals against personal liability, provided they act reasonably, and where this is not provided by the relevant partner organisation.

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 21.04.21]**

12. Members of the Council are appointed in different capacities. The bodies range from incorporated bodies to Associations, Schemes and Statutory Bodies. The nature of the organisation and its constitution and nature of the appointment will affect any personal liabilities of the appointed representatives.
13. Representatives may be appointed to a body either with voting rights or as observers. The nature of appointment will be specified in the Articles/Constitution of the organisation. In some cases, the appointment may be as Directors or Trustees in which case the representative will be obliged to act in the interests of the charity or company and will be personally liable in the event of any breach of their duties. Where representatives are appointed to Outside Bodies as Directors or Trustees or where they are expected to carry out a management function for the Outside Body, they should seek legal advice as to their duties and responsibilities and any personal liability which may accrue.
14. The rules of political proportionality are set out in Sections 15 and 16 of the Local Government and Housing Act, 1989 (as amended). The SYFRA and the SYPA are Joint Authorities to which the duties under Sections 15 and 16 apply for so long as the Council appoints 3 or more seats on the Joint Authorities. In simplistic terms, the political group that holds the majority of seats on the Council has the majority of seats on a committee appointed to by Council.
15. The Local Government (Committees and Political Groups) Regulations 1990, provides the mechanism by which to implement this requirement.

## **FINANCIAL IMPLICATIONS [Officer Initials...PH Date...29/04/2021]**

16. Approval of the recommendations does not have additional cost implications for the Authority. Representatives appointed to the Joint Authorities receive an allowance for undertaking their duties which is paid either by the relevant Joint Authority or by Doncaster Council. Where Members' allowances are paid by Doncaster Council, these are funded by a budget within the overall Member Services budget.

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials.KM Date 22/04/2021]**

17. There are no specific HR implications related to the content of this report. However, officers should be reminded that for any new nominations a revised Declaration of Interest form should be completed.

## **TECHNOLOGY IMPLICATIONS [Officer Initials...PW Date...21/04/21]**

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

## **HEALTH IMPLICATIONS [Officer Initials...RS.....Date...21/04/2021]**

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

## **EQUALITY IMPLICATIONS [Officer Initials JG Date 23/04/21]**

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

## **CONSULTATION**

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

## **BACKGROUND PAPERS**

Report to Council – 24th September 2020: Council Appointments to Outside Bodies – 2020/21.

## **REPORT AUTHOR AND CONTRIBUTORS**

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**Director of Corporate Resources**

## OUTSIDE BODIES FOR APPOINTMENT 2020/21 (COUNCIL APPOINTMENTS)

\*Denotes where appointment is for longer than a one year term

Organisation	Notes	No of Reps	2020/21 Representatives	2021/22 Nominations
Adwick Charities	*4 Year Term of Office (term ends in 2025)  Trustees with voting rights Ward Members for area	3	Cllr J. Mounsey* Cllr R. Hodson* Cllr D. Hughes*  *See notes.	
Bentley with Arksey Doles Charity	*4 Year Term of Office (term ends in 2025)  Trustees with voting rights Ward Members for area	4	Cllr B. Mordue* Mrs D. Hutchinson * Cllr C. Hogarth* Cllr. J. Nightingale*  *See notes.	
Cantley Poor's Land Trust	*4 Year Term of Office (term ends in 2025)  Trustee – role requires regular attendance at monthly meetings and visits to clients (people skills desirable). Knowledge of Cantley, Bessacarr & Branton is helpful as this is the area covered by the Trust.	2	Cllr M. Khan* Mrs S. Rogerson*  *See notes.	

Organisation	Notes	No of Reprs	2020/21 Representatives	2021/22 Nominations
Citizens Advice Doncaster Borough	1 Year Term of Office Voting Member Knowledge of, and interest in, Citizens Advice service is desirable.	1 + 1 sub	Cllr C. McGuinness Cllr L. Curran (Sub)	
Cooke Almshouse Charity	*4 Year Term of Office (term ends in 2025)  Trustee with voting rights No specific requirements	1	Cllr C. Hogarth*  *See notes.	
Dementia Partnership	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr N. Ball	
Doncaster and District Deaf Society	1 Year Term of Office Advisory/Observer No specific requirements	2	Cllr J. Kidd Cllr D. Nevett	
Doncaster Safeguarding Adults Partnership Board	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr R. Blake	
Doncaster Safeguarding Children's Board	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Vacant	
Doncaster Schools' Forum	Relevant Cabinet Member attends as an observer because of their Portfolio responsibilities.	1	Vacant	

Organisation	Notes	No of Reprs	2020/21 Representatives	2021/22 Nominations
Humberhead Levels Partnership (Executive Board)	Open-ended Term of Office	1	Melissa Massarella (DMBC Officer)	
Health and Social Care Joint Commissioning Management Board	<p>The JCMB plays a vital role in the development, implementation and oversight of joint commissioning arrangements between the NHS Doncaster Clinical Commissioning Group and Doncaster Council.</p> <p>Chaired alternately by the Council's Chief Executive and the Chief Officer of the Doncaster CCG.</p> <p>The JCMB is responsible to DMBC Cabinet and DCCG Governing Body.</p>	7 + 1 sub	Cllr R. Blake Cllr N. Ball (Sub) Damian Allen Phil Holmes Riana Nelson Faye Tyas Rupert Suckling Leanne Hornsby Lee Golze	
Industrial Communities Alliance (formerly The Alliance)	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Knowledge of regeneration is desirable</p>	2	Cllr N. Ball Cllr B. Mordue	
Joint Health Overview & Scrutiny Committee - Yorkshire & Humber Councils	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Representative should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair or Vice-Chair of DMBC's Health Scrutiny Panel.</p>	1	Cllr A. Robinson	

Organisation	Notes	No of Reps	2020/21 Representatives	2021/22 Nominations
Joint Health Overview & Scrutiny Committee - Commissioners Working Together	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Representative and sub should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair and Vice-Chair of DMBC’s Health Scrutiny Panel.</p>	<p>1 +</p> <p>1 sub</p>	<p>Cllr A. Robinson</p> <p>Cllr C. Ransome (Sub)</p>	
Learning Disability Partnership Board	<p>Open-ended term of office</p> <p>Joint meetings are co-chaired by a Council representative (Assistant Director for Adult Social Care) and a member of the learning disability community.</p>	<p>1</p>	<p>Carolyn Nice (DMBC Officer)</p>	
Mexborough Charity Trust	<p>*4 Year Term of Office (term ends in 2025)</p> <p>Voting/Trustee Members</p> <p>No specific requirements</p>	<p>2</p>	<p>Cllr A. Pickering*</p> <p>Cllr B. Chapman*</p> <p>*See notes.</p>	

Organisation	Notes	No of Reps	2020/21 Representatives	2021/22 Nominations
<p>Doncaster Sheffield Airport Consultative Committee</p> <p>^ Strategic Aviation Special Interest Group (SASIG) Member - appointment made by the Executive</p>	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>5 seats to be filled comprising:-</p> <ol style="list-style-type: none"> <li>1) Cabinet Member for Transport</li> <li>2) SASIG Member</li> <li>3) Finningley Ward Member</li> <li>4) Rossington &amp; Bawtry Member</li> <li>5) Tickhill &amp; Wadworth Member</li> </ol> <p>Knowledge/interest of aviation and the future developments at Doncaster Sheffield Airport is desirable.</p>	5	<p>Cllr. B. Mordue Cllr S. Cox Cllr M. Cooper Cllr M. Greenhalgh</p> <p>Note: Cllr B. Mordue to fill both Cabinet Member and SASIG Member positions.</p>	
<p>Doncaster Sheffield Airport – Noise Monitoring and Environmental Committee</p>	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>5 representatives – 1 drawn from each ward of Armthorpe, Finningley, Hatfield, Rossington &amp; Bawtry and Tickhill &amp; Wadworth</p> <p>Knowledge/interest of aviation, the environment and the future developments at Doncaster Sheffield Airport is desirable.</p>	5	<p>Cllr S. Cox Cllr L. Curran Cllr M. Cooper Cllr M. Greenhalgh Cllr F. Tyas</p>	

Organisation	Notes	No of Reps	2020/21 Representatives	2021/22 Nominations
Sheffield City Region Mayoral Combined Authority	Terms of Office:- <ul style="list-style-type: none"> <li>• Leader (i.e. Elected Mayor) – In perpetuity</li> <li>• Substitute and rotational member – 1 year</li> </ul> Voting Members 1 representative + 1 substitute ^1 second rotational member <b>[Not required for 2021/22]</b> No specific requirements	2	Mayor Ros Jones Cllr G. Jones (Sub) Cllr J. Blackham^  ^See notes.	
Sheffield City Region Overview and Scrutiny Committee	1 Year Term of Office Voting Members Scrutiny experience preferable Proportional appointments <b>1 x Labour + 1 Sub</b> <b>1 x Conservative + 1 Sub</b> <b>Note: SCRCA's preferred arrangement is to have same reps sitting on both the O&amp;S Committee and the Audit Committee)</b>  Both the SCR Audit & Standards Ctte and the SCR Overview & Scrutiny Ctte ordinarily meet on a Thursday morning and afternoon respectively on a quarterly basis at present. Consideration should be given to the nominee's capacity to attend meetings on a regular basis (as substitute Scrutiny Members should only be called upon to attend on an ad hoc basis rather than as 'the norm').	2 + 2 subs	Cllr A. White Cllr R. A. Jones Cllr D. Anderson (Sub) Cllr M. Greenhalgh (Sub)	

Organisation	Notes	No of Reps	2020/21 Representatives	2021/22 Nominations
Sheffield City Region Audit and Standards Committee	<p>1 Year Term of Office</p> <p>Voting Member</p> <p>Proportional appointments</p> <p><b>1 x Labour + Sub</b></p> <p><b>1 x Conservative + Sub</b></p> <p><b>Note: Representation must include the holder of the position of Chair of DMBC's Audit Committee (Council 25/09/14) and see note above regarding SCRCA O&amp;S Committee.</b></p> <p>Both the SCR Audit &amp; Standards Ctte and the SCR Overview &amp; Scrutiny Ctte ordinarily meet on a Thursday morning and afternoon respectively on a quarterly basis at present. Consideration should be given to the nominee's capacity to attend meetings on a regular basis.</p>	2 + 2 Subs	Cllr A. White Cllr R. A. Jones	
Sheffield City Region Business Recovery and Growth Board	<p>1 Year Term of Office</p> <p>Thematic Boards routinely meet on an eight-weekly cycle.</p> <p>The Elected Mayor has designated lead/Chair's role on this Board by virtue of being deemed the Council 'Leader'.</p>	1	Cllr B. Mordue	
Sheffield City Region Housing and Infrastructure Board	<p>1 Year Term of Office</p> <p>Thematic Boards routinely meet on an eight-weekly cycle.</p>	1	Cllr G. Jones	
Sheffield City Region Education, Skills & Employability Board	<p>1 Year Term of Office</p> <p>Thematic Boards routinely meet on an eight-weekly cycle.</p>	1	Vacant	

Organisation	Notes	No of Reps	2020/21 Representatives	2021/22 Nominations
Sheffield City Region Transport and Environment Board	1 Year Term of Office Thematic Boards routinely meet on an eight-weekly cycle.	1	Cllr J. Blackham	
Sheffield City Region Local Enterprise Partnership	Elected Mayor represents the Council by virtue of being deemed the Council 'Leader'.	1 + 1 sub	Mayor Ros Jones Cllr G. Jones (Sub)	
Standing Advisory Council for Religious Education (SACRE)	1 Year Term of Office Voting Members Proportional appointments: <b>1 x Conservative</b> <b>3 x Labour</b> Skills/Knowledge/Attributes – An understanding of school improvement and general educational issues and a firm commitment to help improve the quality of provision for all students.	4	Cllr L. Ball Cllr D. Smith Cllr J. Gilliver Cllr J. Wood	
Team Doncaster	Elected Mayor chairs the partnership by virtue of being deemed the Council 'Leader'.	1	Mayor Ros Jones	
Travis Educational Foundation	1 Year Term of Office Voting Members Skills/knowledge/attributes: <ul style="list-style-type: none"> <li>• Knowledge of Thorne and Hatfield communities</li> <li>• Financial/management skills</li> <li>• Debate and decision making</li> <li>• Confidentiality/sensitivity</li> </ul>	2	Cllr L. Curran Cllr D. Smith	

<b>Joint Authorities – Politically Proportional</b>		<b>No of Reps</b>	<b>2020/21 Representatives</b>	<b>2021/22 Nominations</b>
South Yorkshire Fire and Rescue Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p><b>2 x Labour</b></p> <p><b>1 x Conservative</b></p> <p><b>(Proportionality figures subject to confirmation)</b></p> <p><b>^Note: One representative to be designated as the Section 41 Member (i.e. Council spokesperson on issues relating to the Fire &amp; Rescue Authority). Cllr P Haith is the current S41 Member.</b></p>	3	<p>Cllr P. Haith (S41 Member)</p> <p>Cllr C. Hogarth</p> <p>Cllr C. Ransome</p>	
South Yorkshire Pensions Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p><b>2 x Labour</b></p> <p><b>1 x Conservative</b></p> <p><b>(Proportionality figures subject to confirmation)</b></p> <p>Skills/Knowledge/Attributes – on appointment, in accordance with the Authority’s policy, Members are required to attend the LGPS Trustees fundamental training. CIPFA have issued a code of practice relating to Member knowledge and skills. The Authority is minded to adopt this Code.</p> <p><b>^Note: One representative to be designated as the Section 41 Member (i.e. Council spokesperson on issues relating to the Pensions Authority) and one representative as the S41 Member substitute. Cllr J Mounsey is the current S41 Member and Cllr P Wray is the S41 Member substitute.</b></p>	3	<p>Cllr J. Mounsey (S41 Member)</p> <p>Cllr J. Gilliver (S41 Substitute)</p> <p>Cllr S. Cox</p>	

<b>Joint Authorities – Politically Proportional</b>		<b>No of Reps</b>	<b>2020/21 Representatives</b>	<b>2021/22 Nominations</b>
Police and Crime Panel	<p>1 Year Term of Office</p> <p>Voting Members (also subs)</p> <p>Political Proportionality across South Yorkshire indicated by host Authority. Elected Mayor is appointed as of right plus one Labour Group representative. <b>(Proportionality figures subject to confirmation)</b></p>	2 + 2 subs	<p>Cllr S. Wilkinson</p> <p>Cllr D. Nevett</p> <p>Subs:</p> <p>Cllr C McGuinness</p> <p>Cllr G. Jones</p>	



## Doncaster Council

### Report

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21st May 2021

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

#### **ADOPTION OF A NEW MODEL CODE OF CONDUCT FOR MEMBERS**

##### **EXECUTIVE SUMMARY**

1. This report presents the Local Government Association's (LGA) new Model Code of Conduct and requests the Council to consider adopting the new Code, as recommended by this Council's Audit Committee.

##### **EXEMPT REPORT**

2. N/A

##### **RECOMMENDATIONS**

3. The Council is asked to:
  - a) Agree that the LGA's Model Member Code of Conduct be adopted with immediate effect;
  - b) Agree that the Monitoring Officer be given delegated powers to grant dispensations to Members on the grounds set out in paragraphs 11 to 14 of this report and that the Audit Committee's Terms of Reference be amended accordingly; and
  - c) Note that a number of other consequential changes to various parts of the Council Constitution arising from the adoption of the revised Code of Conduct will be made by the Monitoring Officer using his existing delegated authority.

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

4. Under the Localism Act 2011, the Council has a statutory duty to promote and maintain high standards of conduct for its Elected and Co-opted Members. In discharging this duty, Councils are required to adopt a Code of Conduct governing their Elected and Co-opted Members' conduct when acting in that capacity. The review and adoption of a new model Code of

Conduct for Members should help increase public confidence in local governance through maintaining high standards of conduct by Members.

## BACKGROUND

5. The current Standards Regime and most Council Codes of Conduct date back to the Localism Act 2011 (the Council's current Code of Conduct for Members was adopted on 12th July 2012) and it is an obvious statement that the world has changed substantially since that point and the current Codes did not envisage the impact of Social Media and the occasional issues that those interactions can cause.
6. In 2019, the Committee on Standards in Public Life (CSPL) produced a report into local government ethical standards, its remit was to assure itself that the ethical standards introduced by the Localism Act remains "conducive to promoting and maintaining the standards expected by the public". Whilst the Committee largely satisfied itself that the processes in place were appropriate, its main recommendation was that an updated model Code of Conduct be created, providing consistency across England and to reflect the common expectations of the public regardless of geography or tier. The LGA was tasked with creating an updated model Code, in consultation with representative bodies of councillors and officers of all tiers of local government.
7. The LGA Consultation process on the draft Code ran for 10 weeks from Monday 8 June until Monday 17 August 2020 and consisted of:
  - Workshops of Councillors and Monitoring Officers from across England and Wales to discuss the approach and content of the revised Code
  - 4 webinars conducted with over 1000 participants
  - Over 1600 written responses to the consultation received.
  - Comments, questions and feedback provided during the webinar sessions
  - Stakeholder round-table to discuss the response and next steps took place on 30 September 2020.
8. A key finding from the consultation was the need for further guidance and explanation about key aspects of the code and conduct in general. It was a fundamental aim of the revised code that it should be from the councillor's perspective and a tool to support councillors in achieving and maintaining high standards of conduct. The LGA also had the objective that the code should form the basis of a 'social contract' with the general public, to address issues of public intimidation against councillors and to help set a framework for public and councillor interaction, emphasising the importance of courtesy and respect. A final aim of the model Code was to be concise, written in plain English and be understandable to Members, officers and the public.
9. Following the close of the consultation and the issue of a final national model Code, the Council should now consider whether to adopt the new Code. At its meeting held on 29<sup>th</sup> April 2021, the Audit Committee considered the content of the new Model Code and agreed to recommend to Full Council that the new Code be adopted. The Council is therefore requested to consider the new model Code of Conduct (**Appendix A**) and agree to its adoption with

immediate effect. A copy of the Council's current Code is attached at **Appendix B** for comparison.

## **Key differences between new LGA Model Code of Conduct for Members and Doncaster Council's current Code of Conduct.**

10. Outlined below is a summary of the key differences contained in the new Model Code compared to the Council's current Code:-

### **Purpose of the Code of Conduct**

The LGA Model Code includes a new opening paragraph outlining the purpose of the Code.

### **General Principles of Councillor Conduct**

The LGA Code includes a new section outlining general principles of Councillor Conduct, e.g. upholding the Seven Principles of Public Life (aka the Nolan Principles) and...

"In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest."

### **Application of the Code of Conduct**

This section now specifies that the Code applies where a Councillor's actions "...would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor."

It also outlines that the Code applies to all forms of communication and interaction by Councillors, with a new specific reference to electronic and social media communication, posts, statements and comments. This reflects the legal position as we have understood it but specifically including within the Code will add helpful clarity.

## **General Conduct**

The general conduct guidance in the new Code has been expanded to include more detailed narrative on each obligation, providing helpful examples and definitions. For example, with regard to respect, the Council's current Code states: "You must respect others." Whereas the new Code states:

### Respect

"As a Councillor:

- 1.1 I treat other Councillors and members of the public with respect.
- 1.2 I treat Local Authority employees, employees and representatives of partner organisations and those volunteering for the Local Authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack. In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol."

## **General Conduct – other new obligations**

The Model Code includes new obligations in relation to:-

- Not harassing any person (includes the legal definition of harassment) and not discriminating unlawfully against any person;
- Complying with the Code – this includes new obligations for Councillors to:-
  - Undertake Code of Conduct training provided by the Local Authority;
  - Co-operate with any Code of Conduct investigation and /or determination; and
  - Comply with any sanction imposed on the Councillor following a finding that they have breached the Code of Conduct.

## Interests

The Model Code introduces two tables in relation to members' declaration of interests:-

Table 1 sets out the **Disclosable Pecuniary Interests (DPis)** – these are exactly the same as those already registered/declared by Members under the Council's current Code.

Table 2 sets out **other registrable interests**. These are described as follows in the Model Code:-

“You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
  - i) exercising functions of a public nature
  - ii) any body directed to charitable purposes or
  - iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)”

With regard to non-registrable interests (those falling outside the provisions in Tables 1 and 2), the new Code also describes the action to be taken where a matter arises at a meeting which directly relates to, or affects, a Councillor's financial interest or well-being, or those of a friend, relative or close associate.

In practical terms, the provisions in the new Code with regard to Interests are as follows:-

- **Disclosable Pecuniary Interests: -**

Councillors must declare, not participate, or vote and leave the room (subject to dispensation)

**This is the same as in the Council's current Code.**

- **Other Registrable Interests: -**

Councillors must declare, only speak if the public are allowed to speak, not participate in the discussion or vote and leave the room (subject to dispensation).

**This is a departure from the Council's current Code, which permits a Member declaring any interest other than a Disclosable Pecuniary Interest to remain in the meeting and speak and vote on the matter. It does however reflect the position which Councillors were in before 2011, and indeed the position which many of the parish councils across the UK operate.**

- **Non-Disclosable Pecuniary Interest Directly Relating to Finance or Well-Being of Councillors or Relative or Close Associate: -**

Councillors must declare, only speak if the public are allowed to speak, not participate in the discussion or vote and leave the room (subject to dispensation).

**This is a return to the position which members may recall pre-2011, and follows what the public would expect a member to do – not take part in a decision which they or their family may benefit from.**

The requirements with regard to registering interests within 28 days of becoming a Member or re-election or re-appointment to office, and notifying the Monitoring Officer within 28 days of any changes to interests, remain unchanged.

The list of interests in the tables in the Model Code, together with the clear explanation and guidance on action to be taken when interests arise, particularly in meetings, help to provide clarity compared to the wording in the current Code and are to be welcomed. With less ambiguity, Members will have a clearer understanding under the provisions of the Model Code of which interests they should register and declare at meetings. This, in turn, should provide members with greater protection from the risk of challenge and potential complaints in relation to the non-registration/declaration of interests.

As in the current Code, the Model Code retains the facility for a Member to have a 'sensitive interest' in which case they do not have to disclose the nature of the interest.

The Model Code also retains the current requirement for Members to register any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. The Code also introduces a new requirement for Members to register any significant gift or hospitality that they have been offered but have refused to accept.

### **Complaints regarding alleged breaches of the Code and Sanctions**

The Council's current complaints process with regard to alleged breaches of the Code, and sanctions available to the Audit Hearings Sub-Committee following an investigation, remain unchanged. The LGA's remit was solely to create a new Model Code of Conduct and they have not made any recommendations outside of the scope of their review. On a national level, there is still much debate and lobbying of Government on the need to strengthen the existing powers of Monitoring Officers and Standards Committees in terms of dealing effectively with breaches of the Code, such as the ability to suspend or disqualify Councillors for serious breaches, but this would require primary legislation to make such changes.

The processes and procedures for consideration of alleged breaches of the Code of Conduct and for any subsequent investigation do not form part of the new Code that Members are being asked to approve. However, as these background processes support the effectiveness of the Code, the Monitoring Officer has taken the opportunity to review the Council's current Complaint Handling Procedure for dealing with Code of Conduct complaints. This review resulted in a number of revisions being made to the Procedure, including strengthening the protection afforded to Councillors in terms of filtering out complaints that are clearly vexatious in nature, and clarifying that only Formal Complaints made in accordance with the

Procedure will be considered as part of the Code of Conduct process. The revised Procedure was approved by the Audit Committee as the relevant body for reviewing and agreeing the complaint handling procedure at its meeting held on 29<sup>th</sup> April 2021.

### **Approval Process & Next Steps**

The Code of Conduct forms part of the Constitution and therefore any changes require Full Council approval. Should the new Code be adopted then minor consequential amendments will be required to the Constitution. These will be made by the Monitoring Officer using his existing delegated authority provided in the Constitution:-

*‘The Monitoring Officer is authorised to make minor amendments, consequential upon statutory or regulatory change, or to rectify errors, or to update arrangements consequential upon other external factors.’*

The Committee on Standards in Public Life intended to provide a Code which was capable of adoption across all tiers of local government with the intention that the current practice use of different codes across an area is ended. If Full Council agree to adopt the proposed Code the Monitoring Officer will contact all Parish & Town Council Clerks across the Doncaster Municipal area and encourage them to also adopt the Code.

### **Reviewing the arrangements for the granting of dispensations to Members**

11. When the Council agreed its new ethical governance arrangements in 2012 in response to the Localism Act, it agreed the circumstances or grounds in which the power to grant dispensations would be delegated to either the Monitoring Officer or the Audit Committee, as follows:-
  - a) That so many members of the decision-making body have DPIs in a matter that it would “impede the transaction of the business”. In practice this means that the decision-making body would be inquorate **[Monitoring Officer, with appeal to the Audit Committee]**;
  - b) That, without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter. This assumes that Members are predetermined to vote on party lines on the matter, in which case, it would be inappropriate to grant a dispensation to enable them to participate **[Audit Committee]**;
  - c) That the Council considers that the dispensation is in the interests of persons living in the Authority’s area **[Audit Committee]**;
  - d) That, without a dispensation, no member of the Cabinet would be able to participate on this matter **[Monitoring Officer, with appeal to the Audit Committee]**; or
  - e) That the Council considers that it is otherwise appropriate to grant a dispensation **[Audit Committee]**.

12. Any grant of a dispensation must specify how long it lasts for, up to a maximum of 4 years.
13. The Localism Act gave discretion for these powers to be delegated to Standards Committees (in Doncaster's case, the Audit Committee) or to the Monitoring Officer. When the Council considered the delegation of these powers in 2012, it decided that as grounds a) and d) above were largely objective, it was appropriate to delegate dispensations on these grounds to the Monitoring Officer, with an appeal to the Audit Committee, thus enabling dispensations to be granted "at the door of the meeting". In respect of grounds b), c) and e), the view was taken that it was appropriate that the discretion to grant dispensations on these grounds remained with the Audit Committee.
14. As the new Model Code of Conduct, if adopted, will widen the requirements for Members to declare interests and withdraw from meetings, it is anticipated that there may be an increased demand for dispensations to be granted to Members prior to meetings to enable them to participate and vote on matters, where they meet the criteria detailed above. It is therefore suggested that, for the sake of expediency and to make the process for Members seeking dispensations simple and efficient, the powers currently resting with the Audit Committee to grant dispensations on the grounds detailed in paragraph 12 b), c) and d) above be transferred to the Monitoring Officer, with an appeal to the Audit Committee. The Monitoring Officer will also report to the Audit Committee details of any dispensations granted. If this change is agreed, the Terms of Reference of the Audit Committee will need to be amended accordingly. To do otherwise will create significant issues as there would be a need to hold an audit committee on each occasion to approve a dispensation and in practical terms it will not be possible to arrange such a meeting within the timescales required.

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

15. Under the Localism Act, the Council is legally required to adopt a Code of Conduct for Members. For the purposes of this report, there are two options available to the Council in relation to the Code of Conduct:
  - a) To retain the current Code of Conduct (not recommended); or
  - b) To adopt the new LGA Model Code of Conduct (recommended).

The launch of the new LGA Model Code of Conduct offers the Council a timely opportunity to adopt a more robust and up-to-date version of the Code. This contains new guidance and greater clarity for Members on their responsibilities when using social media and on the declaration/registration of other interests falling outside the definition of Disclosable Pecuniary Interests. It also provides more detailed guidance on Members' general obligations with regard to their behaviour and actions when carrying out their roles as elected representatives in their communities. Voluntary adoption of the Code at this point would be a sign of good practice and good governance.

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

16.

Outcomes	Implications
<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>The adoption of a new Member Code of Conduct is key to maintaining public confidence in local governance through maintaining high standards of conduct by Members.</p>

## RISKS AND ASSUMPTIONS

17. If the Council does not carry out periodic reviews of the Council's ethical governance arrangements, including the Member Code of Conduct, there is a risk that standards will be lowered, bad conduct will not be dealt with effectively and public confidence in local democracy will be eroded.
18. It is important that all Members receive training to reduce the risk of Members breaching the Code.

## LEGAL IMPLICATIONS [Officer Initials: HMP Date: 16.2.20]

19. The principal statutory provisions relating to standards of conduct for Members are contained in the Localism Act 2011. Section 27(1) of the 2011 Act provides that the Council must promote and maintain high standards of conduct by Members and Co-opted members of the authority 21. Sections 27 and 28 of the Localism Act require the Council to adopt a Code of Conduct consistent with the Nolan principles of good governance and to appoint at least one Independent person whose views must be sought and taken into account before the Council makes a decision about an alleged breach of the code that has been investigated.
20. Section 33 of the Localism Act 2011 sets out criteria for the granting of dispensations to Members relieving them from the restrictions concerning participation in meetings where they have a pecuniary interest in an item of business.
21. There is no obligation by the Council to adopt a particular model of the Code of Conduct. The statutory duty is to adopt a code of conduct, which complies with the statutory requirements referred to. It is advisable that the new model code is accepted, as it is readily understandable, deals with

some of the weaknesses of the previous Code, and aims to create and maintain public confidence in the role of councillors and local government.

#### **FINANCIAL IMPLICATIONS [Officer Initials: PH Date: 12/02/2021]**

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

#### **HUMAN RESOURCES IMPLICATIONS [Officer Initials: RH Date: 15/2/21]**

23. There are no specific Human Resources implications arising from this report.

#### **TECHNOLOGY IMPLICATIONS [Officer Initials: PW Date: 12/02/21]**

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

#### **HEALTH IMPLICATIONS [Officer Initials: RS Date: 12/02/2021]**

25. Good governance is important for healthy organisations and for healthy populations. This Code of Conduct should support effective governance.

#### **EQUALITY IMPLICATIONS [Officer Initials: JG Date 12/02/2021]**

26. The adoption of a robust, clear and transparent model Code of Conduct will help to ensure that Members, Officers and the public alike understand the standards and obligations expected of our locally elected representatives. It will also ensure that a fair and consistent approach can be taken when dealing with any complaints of alleged breaches of the Code.

#### **CONSULTATION**

27. Initial consultation was carried out with the Elected Mayor, Group Leaders, the Chair of the Audit Committee, the Council's Chief Executive and the Head of Internal audit in respect of the new model Code of Conduct and proposed timeframe and decision making route for its adoption. Briefing sessions open to all Members have since been arranged to provide further detail on the content of the new Code and provide an opportunity for Members' questions to be answered. The Council's Independent Person appointed to assist the Monitoring Officer under the Localism Act 2011, Mr Philip Beavers, has also been consulted and is supportive of the new Code.

#### **BACKGROUND PAPERS**

LGA Model Code of Conduct for Members  
Localism Act 2011.

#### **GLOSSARY OF ABBREVIATIONS**

LGA – Local Government Association  
CSPL - Committee on Standards in Public Life  
DPI – Disclosable Pecuniary Interest

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# DONCASTER METROPOLITAN BOROUGH COUNCIL

## MEMBER CODE OF CONDUCT

Adopted [ ] May 2021

### Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of the Council or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;

b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

“the Council” means Doncaster Metropolitan Borough Council

### Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, Council officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

### General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and Council officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Council's requirements and in the public interest.

### **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor. The Code of Conduct was adopted by a meeting of Doncaster Metropolitan Borough Council's Full Council Meeting on [ ] March 2021 and came into force on [ ] May 2021.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

### **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

## **General Conduct**

### **1. Respect**

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat Council employees, employees and representatives of partner organisations and those volunteering for the Council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and Council employees, where concerns should be raised in line with the Council's councillor-officer protocol.

### **2. Bullying, harassment and discrimination**

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - i. I have received the consent of a person authorised to give it;
  - ii. I am required by law to do so;
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    1. reasonable and in the public interest; and
    2. made in good faith and in compliance with the reasonable requirements of the Council; and
    3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

As a councillor:

5.1 I do not bring my role or the Council into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or the Council and may lower the public's confidence in your or the Council's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will affect others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of Council resources and facilities**

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of Council or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Council buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

## **8. Complying with the Code of Conduct**

As a Councillor:

8.1 I undertake Code of Conduct training provided by the Council.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me by the Audit Hearings Sub-Committee following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the Council's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the Council**

### **9. Interests**

As a councillor:

9.1 I register and disclose my interests. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the Council.

You need to register your interests so that the public, Council employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

### **10. Gifts and hospitality**

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **Appendix B Registering interests**

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### **Non participation in case of disclosable pecuniary interest**

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

### **Disclosure of Other Registerable Interests**

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

### **Disclosure of Non-Registerable Interests**

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in Table 1

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter affects your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

## **Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

### **Subject**

#### **Description**

##### **Employment, office, trade, profession or vocation**

Any employment, office, trade, profession or vocation carried on for profit or gain.

[Any unpaid directorship or Trustee.]

##### **Sponsorship**

Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

##### **Contracts**

Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director\* or a body that such person has a beneficial interest in the securities of\*) and the council —

(a) under which goods or services are to be provided or works are to be executed; and

(b) which has not been fully discharged.

##### **Land and Property**

Any beneficial interest in land which is within the area of the council.

'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

##### **Licenses**

Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

##### **Corporate tenancies**

Any tenancy where (to the councillor's knowledge)—

(a) the landlord is the council; and

(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director\* of or has a beneficial interest in the securities\* of.

##### **Securities**

Any beneficial interest in securities\* of a body where—

(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and

(b) either—

(i) the total nominal value of the securities\* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2: Other Registerable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any body of which you are in a position of general control or management and to which you are nominated or appointed by your authority

b) any body:-

(i) exercising functions of a public nature;

(ii) directed to charitable purposes; or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.

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# **Doncaster Metropolitan Borough Council**

## **Code of Conduct for Members**

### **1. Application**

- (1) This Code applies to **you** whenever you are acting in your capacity as a member of Doncaster Metropolitan Borough Council, including –
  - 1.1 at meetings of the Council, its Committees and Sub-Committees and its Cabinet
  - 1.2 when acting as a representative of the authority
  - 1.3 in taking any decision as a Cabinet member or a Ward Councillor
  - 1.4 in discharging your functions as a ward Councillor
  - 1.5 at briefing meetings with officers
  - 1.6 at site visits
  - 1.7 when corresponding with the authority other than in a private capacity
- (2) It is your responsibility to comply with the provisions of this Code.
- (3) This Code is based upon the general principles set out in Annex 1 to this Code, which have been adopted by this authority as its ethical values and which incorporate the seven Nolan Principles of Public Life.
- (4) In this Code—

“meeting” means any meeting organised by or on behalf of the authority, including—

  - (a) any meeting of the Council, or a Committee or Sub-Committee of Council
  - (b) any meeting of the Cabinet and any Committee of the Cabinet;
  - (c) in taking a decision as a Ward Councillor or as a Member of the Cabinet;
  - (d) at any briefing by Officers; and
  - (e) at any site visit to do with business of the authority.

“member” includes a co-opted member and an appointed member.
- (5) In relation to a parish council, references to the monitoring officer and standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of Doncaster Metropolitan Borough Council which has functions in relation to the parish council for which it is responsible under Chapter 7 of Part 1 of the Localism Act 2011.

### **2. General Conduct**

#### **You must –**

- 2.1 provide leadership to the authority and communities within its area, by personal example;
- 2.2 respect others and not bully any person;
- 2.3 not intimidate or attempt to intimidate any person who is or is likely to be—
  - (i) a complainant,
  - (ii) a witness, or

- (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct;
- 2.4 not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority;
- 2.5 respect the confidentiality of information which you receive as a Member by:-
  - 2.5.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
  - 2.5.2 not obstructing third parties' legal rights of access to information
- 2.6 not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- 2.7 use your position as a Member in the public interest and not for personal advantage;
- 2.8 accord with the authority's reasonable rules on the use of public resources for private and political purposes;
- 2.9 exercise your own independent judgement, taking decisions for good and substantial reasons –
  - 2.9.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;
  - 2.9.2 paying due regard to the advice of Officers, and in particular to the advice of Statutory Officers, namely the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer; and
  - 2.9.3 stating the reasons for your decisions where those reasons are not otherwise apparent
- 2.10 account for your actions, particularly by supporting the authority's scrutiny function;
- 2.11 ensure that the authority acts within the law.

### **3. Disclosable Pecuniary Interests**

A Disclosable Pecuniary Interest is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the descriptions set out in Annex 2 to this Code.

You must -

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which you have a Disclosable Pecuniary Interest;

- 3.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your Disclosable Pecuniary Interests;
- 3.3 make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which you are present and where an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent. In these circumstances, you must not participate or vote on the matter. You are only required to declare such an interest if it is not already entered in your Register of Interests or if you have not notified the Monitoring Officer of it. A Member with a Disclosable Pecuniary Interest is required to withdraw from the meeting (including the public gallery) in accordance with the Council's Standing Orders governing conduct at meetings.

#### **4. Other Interests**

- 4.1 In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a "Non-Disclosable Pecuniary Interest or Non-Pecuniary Interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 4.2 You have a "Non-Disclosable Pecuniary Interest or Non-Pecuniary Interest" in an item of business of your authority where –
  - 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
  - 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in Annex 2 to this Code, but in respect of a member of your family (other than a partner) or a person with whom you have a close association

and that interest is not a Disclosable Pecuniary Interest.

#### **5. Gifts and Hospitality**

- 5.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a member from any person or body other than the authority.

- 5.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

## **6. Registration of Members' Interests**

### **Registration of members' interests**

- (1) Subject to paragraph 6(3) you must, within 28 days of—
- (a) this Code being adopted by your authority; or
  - (b) your election or appointment to office (where that is later), register in your authority's register of members' interests (maintained under section 29 of the Localism Act 2011) details of your Disclosable Pecuniary Interests as defined in Annex 2 to this Code, by providing written notification to your authority's Monitoring Officer.
- (2) Subject to paragraph 6(3), you must, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or change to any Disclosable Pecuniary Interest registered under paragraph 6(1), register details of that new Disclosable Pecuniary Interest or change by providing written notification to your authority's Monitoring Officer.

### **Sensitive information**

- (3) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is sensitive information, and your authority's Monitoring Officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 6(1).
- (4) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 6(1) is no longer sensitive information, notify your authority's Monitoring Officer asking that the information be included in your authority's Register of Members' Interests.
- (5) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person connected to you may be subjected to violence or intimidation.

## **7. Dispensations**

The authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

## **8. Offences**

It is a criminal offence to:

- (i) Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election;

- (ii) Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the Register of Member's Interests;
- (iii) Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the Register that you have disclosed to a meeting;
- (iv) Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest;
- (v) As an Executive Member discharging a function acting alone, and having a Disclosable Pecuniary Interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest;
- (vi) Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting.

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

**Adopted by Full Council on 12 July 2012.**

## STATEMENT OF VISION AND VALUES

This Authority adopts the following general principles as its ethical values:-

1. **Selflessness** - Members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
2. **Integrity** - Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, Members should make choices on merit.
4. **Accountability** - Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with any scrutiny appropriate to their particular office.
5. **Openness** - Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Personal Judgement** - Members may take account of the view of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
7. **Respect for Others** - Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Authority's Statutory Officers, and its other employees.
8. **Duty to Uphold the Law** - Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
9. **Stewardship** - Members should do whatever they are able to do to ensure that their Authorities use their resources prudently and in accordance with the law.
10. **Honesty** – Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
11. **Leadership** - Members should promote and support these principles by leadership and by example and should act in a way that secures or preserves public confidence.

## Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one

class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



## Doncaster Council

### Report

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**Date: 21<sup>st</sup> May 2021**

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

**MEMBER DEVELOPMENT PROGRAMME 2021/22 – 2024/25**

#### **EXECUTIVE SUMMARY**

1. This report provides details of the 2021/22 – 2024/25 member training and development programme.

#### **EXEMPT REPORT**

2. Not exempt

#### **RECOMMENDATIONS**

3. That Council endorse:-
  - a. The programme of Member Development activities and seminars scheduled for 2021/22 at Appendix A, including the list of training deemed to be mandatory for all Members and for specific groups of Members;
  - b. The approach to a four year Member Development Programme outlined at paragraphs 16 to 17.
  - c. The further development of Members as digitally enabled Councillors and continuation of remote and face-to-face sessions to encourage Member attendance and engagement in training and development.

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

4. Ensuring the Council has a robust Training and Development programme in place will assist Councillors in effectively understanding their key roles and responsibilities. In turn, this will enable them to more effectively support and represent all citizens in the Borough through effective decision-making and community leadership.

#### **BACKGROUND**

5. A planned and co-ordinated approach to Member Development is helpful in supporting Councillors to fulfil their roles effectively. It also helps support good

governance by ensuring Councillors fully understand their roles and responsibilities and how they can support the delivery of Council and Borough wide priorities. This report sets out the Council's training and development programme for 2021/2022 (attached at Appendix A) and its approach to Member Training for the period 2021/22 – 2024/25.

### **Evaluation of Member Development Activities 2020/21**

6. During 2020/21 the Member Development Working Group (MDWG), which includes the Cabinet Member for Corporate Services and representatives from each political group, regularly reviewed and monitored the effectiveness of Member Development and progress against the annual training programme agreed by Council. The MDWG help raise awareness of training and development within their groups and encourage attendance at events. Attendance details are published on the Council's website.
7. Evaluation forms are used to feedback to those delivering training to ensure any necessary improvements can be made to future events and any good practice can continue. These forms are also analysed by the MDWG. Training is delivered mainly in-house whilst some training is commissioned and delivered by external providers where this provides better value for money or requires specific expertise.
8. Over the last 12 months, the training focus has been supporting Councillors to work remotely and this has involved both group and individual support. Members have adapted well to using digital devices to attend and engage in meetings and online training. Using digital technology to engage in meetings has now become an essential element of the Councillors role. This shift has enabled Members to benefit from more flexible working, effective time management, better use of resources and improved work life balance.
9. A number of seminars and briefing sessions have been held this year to ensure Members have remained up to date on the delivery of services as well as other important policy matters including Localities, the model Code of Conduct, Environment Strategy and Planning White Paper Consultation.

### **Member Induction Arrangements for 2021**

10. Following the election a two-week induction programme has taken place. The Induction programme is mandatory for all new Councillors and returning Councillors were invited to attend any session as a refresher.
11. Due to current social distancing requirements all newly elected Councillors have been issued with a laptop to support them in their role and have received a digital induction. It is recommended that moving forward the Council will encourage greater use of digital technology to help Members engage with their communities, carry out their roles effectively as well as attend briefing sessions and meetings remotely. During the last year, laptops have been essential in ensuring Members can engage in remote meetings and training. Supporting the issuing of a single device to Councillors has benefits in providing more uniformed training and support for Councillors.
12. The second phase of the induction focussed on Councillors understanding their roles and responsibilities and how the Council operates. The induction

programme has been delivered digitally with sessions being short and focused, to avoid information overload. Presentations will be made available to Councillors after the sessions and they are encouraged to put forward suggestions for further issues to be considered as part of the Members seminar and briefing programme.

13. Induction will continue over the course of the year as Members attend mandatory training sessions, briefings and seminars, which are all essential to their role, ensuring they are aware of key policy developments. Scheduling mandatory training over the period up to September will help manage “training fatigue”.
14. Members will also be advised and encouraged to attend the LGA event for new Councillors – this will be held virtually following the election and provide an external perspective and opportunity to network regionally. Provisional arrangements have been made with the LGA to provide a dedicated session to Members later in the year potentially around the Councillors community leadership role following COVID. This will be considered by the MDWG before taking forward later in 2021.
15. A further session for new Councillors will be held in the Autumn with the Governance and Member Services Manager to allow Members to feedback on their induction experience and identify areas where they need further information help and support.

### **Approach to Member Training 2021/2022 and onwards**

16. All out elections provides an opportunity to plan a 4-year training and development programme to meet the needs of all Councillors as they develop into their role. The following approach is proposed;
  - **Year 1 Understanding the Councillors Role** - This will include Induction, promotion of digital working, mandatory training on areas considered essential to the Councillors role, specific training for Members serving on Committees and a seminar programme to ensure Members are kept up to speed on important policy issues. Embedding the use of digital technology.  
  
**Year 2 - The Developing Councillor** - Committee specific training following changes at Annual Council, a seminar programme and a focus on developing skills to support Councillors in their role, particularly developing their digital technology skills.
  - **Year 3 and 4: Consolidating and Future Planning.** In addition to the mandatory training and a seminar programme, further work will take place to respond to Member training requirements, identify and encourage best practice and develop Councillors as Community Leaders. This will also include a Members seminar programme.
17. The content of each subsequent year’s training programme will be developed by the MDWG following an annual consultation with Members and officers to gauge their views, feedback and suggestions on training and development needs.

## **Mandatory Training**

18. During the 4 year period 2017/2018 to 2020/21 achieving a 100% attendance of Members undertaking mandatory training (as agreed by Council) presented a number of challenges. Moving forward it is expected that all mandatory training will be undertaken during 2021/22. As the topics that make up the mandatory training modules are essential to the Councillors role, these are scheduled early in the Municipal year. Once Councillors have completed these modules, they will not need repeating unless updates or refreshers are required. These modules will be held using MS Teams as it is envisaged this approach will accommodate those Members who have difficulty attending training sessions due to travel, work, caring or other responsibilities. A face to face session on each of the mandatory modules can be arranged later in the year when social distancing arrangements allow and to accommodate those Members who have been unable to attend.

## **Additional Training and Development Activities**

19. Other key areas that will be considered as part of the Council's Member Development offer moving forward include:
- Continuing to explore how Officers and Councillors can work together to deliver and ensure effective community outcomes. This concept is wider than training and development and will take account of such issues as identifying effective behaviours, use of equipment and technology, building up networks and contacts as well as understanding communities.
  - Continuing to support Councillors to become more digitally enabled by providing further support and training as well as the development of applications that will support remote and flexible working. Significant work has taken place by the Digital Council Team to support and engage with Councillors and support them in the use of new technology.
  - Identify best practice nationally and locally and ensure this is disseminated to Councillors e.g. through LGA bulletins.
  - Establish more training materials and resources to assist Councillors and explore the opportunities for e-learning.

## **Monitoring and Review**

20. The above plan outlines the direction for Member training over the next 4 years and will be subject to regular review by the MDWG and presented to council for information. Once the programme begins an annual assessment of development need will be undertaken by the MDWG who can advise of the relevant topics to be included within the programme. The programme will be presented to Council on an annual basis to ensure there is elected Member buy in and awareness.

## **OPTIONS CONSIDERED**

21. To develop a stand-alone one-year training and development programme

would not provide a planned co-ordinated approach to Member Training and Development.

## **REASONS FOR RECOMMENDED OPTION**

22. Endorsing an initial training programme and agreeing the principles of future training and development for the current cohort of Councillors will help establish a planned and co-ordinated programme of development activities.
23. The MDWG will continue to review the programme regularly to ensure it is relevant and stays on track. The programme is a planned approach aimed at meeting the development needs of Members now and in the future. Identifying mandatory training serves to support Members in their role ensuring clarity and identifying any risks or corporate/personal liabilities.
24. Members should attend mandatory training regardless of whether they have previously undertaken the sessions to ensure a consistent approach. Unless there are any significant updates or legislative changes, this would remain valid for their four-year term of office. Other mandatory courses e.g. Licensing, Planning, Charing skills would still need to be run annually to take account of any changes following Council's annual review of committee memberships.

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

25. Ensuring Members receive the necessary training and development to undertake their duties effectively will impact on all of the priority outcomes through effective decision making and community engagement.

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials NC Date 5/5/21]**

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

## **FINANCIAL IMPLICATIONS [Officer Initials...PH Date 29/04/2021]**

29. A budget of £7k exists to support Member Training and Development, which will mainly be used to support external provision. This budget has been sufficient in previous years and is expected to be for the indicative 2021/2022 programme.

## **HUMAN RESOURCE IMPLICATIONS [Officer Initials RH Date 30/4/21]**

30. There are no specific HR implications associated with this report, HR will assist where required in terms of training for Councillors. Where the need for external training is identified due regard must be given to the Councils Contract Procedure Rules for the procurement of works, supplies and services.

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 29/04/21]**

31. Technology is an essential enabler to assist Councillors in undertaking their roles and duties. As outlined in the body of the report, all newly elected Councillors have been issued with a laptop to support them in their role and received a digital induction. Embedding the use of digital technology for Councillors and developing their digital technology skills are key components of the proposed approach in years 1 and 2. Digital Strategy and Solutions will continue to work closely with colleagues in Governance Services to support Councillors in the use of new technology and to become more digitally enabled by providing further support and training and identifying opportunities for technology that will further support remote and flexible working, as needed.

## **HEALTH IMPLICATIONS [Officer Initials...RS.....Date ...29/04/21]**

32. Good governance combined with effective training and member development is essential to protect and improve the health of the public. The programme covers issues that have direct health effects including health and safety as well as safeguarding. Effective training on licensing and planning will support effective decision making on the wider determinants of health that have a more indirect impact on health. Advice on specific public health updates, development and training can be requested from the Director of Public Health.

## **EQUALITY IMPLICATIONS (Officer Initials...CM...Date.....05/04/21)**

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

## **CONSULTATION**

34. The MDWG has been consulted in the development of the programme of training scheduled shown in Appendix A.

## **BACKGROUND PAPERS**

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

## **GLOSSARY OF ACRONYMS AND ABBREVIATIONS**

- MDWG Member Development Working Group
- LGA – Local Government Association

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## MEMBER TRAINING & DEVELOPMENT PROGRAMME 2021/22

**Mandatory Training – once undertaken will be valid for the 4 year period (2021/22 – 2024/2025 unless otherwise indicated).**

**All training is scheduled for 2 hours maximum, both day and evening sessions**

No.	Topic	Date
1	<b>New Member Induction - Mandatory for newly elected Councillors.</b>  MS Teams	Friday, 14 <sup>th</sup> May, 2021, from 9am Tuesday, 18 <sup>th</sup> May, 2021, from 10am Wednesday, 19 <sup>th</sup> May, 2021 from 9:30am Thursday, 20 <sup>th</sup> May, 2021 from 1:00pm
<b>MANDATORY TRAINING – ALL MEMBERS (BI-ANNUAL)</b> <b>This is compulsory for all Members (to be undertaken on a bi-annual basis).</b>		
2	<b>GDPR</b>  E-Learning	This must be completed by close of Monday, 21 <sup>st</sup> June 2021.
<b>MANDATORY TRAINING FOR ALL MEMBERS</b> <b>This is compulsory for all Members (once undertaken this is valid for 4 years).</b>		
3	<b>Equalities Training</b>  MS Teams	Wednesday 14 <sup>th</sup> July, 2021 10am Tuesday 20 <sup>th</sup> July, 2021, 5pm
4	<b>Children’s Services Safeguarding and Corporate Parenting (COMBINED)</b>  MS Teams	Tuesday 1 <sup>st</sup> June 2021, 5pm Wednesday 7 <sup>th</sup> July 2021, 10am
5	<b>Child Exploitation</b>  MS Teams	Tuesday 15 <sup>th</sup> June 2021 1:30pm Tuesday 6 <sup>th</sup> July 2021 4:30pm
6	<b>Spam &amp; Phishing</b>  E-Learning	This must be completed by close of Mon, 21 <sup>st</sup> June 2021.

7	<b>Health &amp; Safety for Elected Members</b> MS Teams	Thursday 3 <sup>rd</sup> June 2021 5pm Thursday 22 <sup>nd</sup> July 2021 10am
8	<b>Adult Safeguarding</b> MS Teams	Wednesday 16 <sup>th</sup> June 2021 2pm Wednesday 7 <sup>th</sup> July 2021 5pm
9	<b>Code of Conduct</b> MS Teams	Wednesday 30 <sup>th</sup> June 2021 10am
<b>MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES - This is compulsory for all Committee Members (once undertaken this is valid for 4 years)</b>		
10	<b>Planning Induction</b> MS Teams	Monday, 24 <sup>th</sup> May 2021, 10am
11	<b>Licensing Induction</b> MS Teams	Tuesday 25 <sup>th</sup> May 2021, 2pm
12	<b>Audit Induction</b> MS Teams	Thursday 27 <sup>th</sup> May 2021, 10am
13	<b>Chairing Skills (compulsory for Chairs &amp; Vice Chairs of Committees)</b> MS Teams	Thursday 27 <sup>th</sup> May 2021, 3:30pm Wednesday, 9 <sup>th</sup> June, 2021, 2pm <i>The above dates maybe subject to change</i>
<b>MANDATORY FOR IDENTIFIED GROUPS</b>		
14	<b>Performance Management</b> Mandatory for Cabinet & Scrutiny Members MS Teams	Wednesday 8 <sup>th</sup> September 2021 10am Wednesday 29 <sup>th</sup> September 2021, 5pm

15	<b>Local Government Finance</b> Mandatory for Cabinet & Scrutiny Members MS Teams	Monday, 19th July, 2021, 2pm Thursday, 9th September, 2021, 5pm
16	<b>Understanding Overview and Scrutiny</b> Mandatory for Overview and Scrutiny Members (providing an overview of the function) MS Teams	TBC
17	<b>Understanding Your Role on Outside Bodies</b> Mandatory for Councillors appointed to Outside Bodies. MS Teams	Tuesday, 7th September, 2021, 5pm Wednesday, 29 <sup>th</sup> September, 2021, 10am
<b>SEMINARS AND BRIEFINGS</b>		
18	<b>Code of Conduct</b> MS Teams	Tuesday 18 <sup>th</sup> May 2021, 3:30pm
19	<b>Planning (non Planning)</b>	TBC
20	<b>Licensing (non Licensing)</b>	TBC

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## Doncaster Council

### Report

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21 May 2021

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

#### **FREEDOM OF THE BOROUGH APPLICATION – JAMES COPPINGER**

##### **EXECUTIVE SUMMARY**

1. This report asks Members to consider conferring the Freedom of the Borough on James Coppinger.

##### **RECOMMENDATIONS**

2. The Council is asked to support the application and agree to bestow the Freedom of the Borough on James Coppinger.

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

3. Conferring the Freedom of the Borough on James Coppinger would allow the citizens of Doncaster to offer recognition to the longest serving player in Doncaster Rovers Football Club's History . James retires at the end of the current season having played for the club a record 695 times.
4. In addition, in his role as a footballer for Doncaster Rovers and in his own personal activities, James has been a great ambassador for the suicide prevention charity CALM (The Campaign for Living Miserably)

##### **BACKGROUND**

5. Ros Jones, Mayor of Doncaster has asked the Council to ask them to consider bestowing this honour to James Coppinger.
6. The Council is able to bestow the Freedom of the Borough on individuals who have provided exceptional service to their town or enhanced its reputation through their actions.
7. In accordance with the Council's protocol a panel consisting of the Civic Mayor and leaders of each of the political groups (see consultation -

paragraph 21 below) met to consider the nomination and gave it their full and unequivocal support.

8. The award of Freeman must be approved by a formal resolution of Full Council. A vote will be taken and if it is supported by no less than two thirds of those members present and voting then the title of 'Honorary Freeman of Doncaster' will be bestowed upon the nominee.
9. James signed for Doncaster Rovers in 2004 and is the longest-serving player in the club's history and has played beyond his 40th birthday. He has been a virtual ever-present in the side during that time.
10. He was an integral part of Doncaster Rovers squads that won promotion from League One twice, League Two once and the Johnstone's Paint Trophy.
11. Off the pitch James has been a regular at community events and joined other club staff and fans in hiking the Inca Trail in Peru in 2011 which raised more than £50,000 for Save The Children and the NSPCC.
12. James has been a powerful advocate in recent years about mental health and sharing his story and setting up a business called Pro Mindset, helping young footballers improve their mental approach to the game. He has been heavily involved in the club's activities around mental health and designed the recent charity shirt which was sponsored by Campaign Against Living Miserably charity - which was also used as a celebration of his time at the club.

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

13. Option one (**recommended option**) is to recommend that Council supports the application and confer the Freedom of the Borough on James Coppinger. This is the recommended in recognition to the longest serving player in Doncaster Rovers Football Club's' history and his role as an ambassador for suicide prevention charity CALM.
14. Option two is to decline the application to confer the Freedom of the Borough on James Coppinger.

#### **RISKS & ASSUMPTIONS**

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

#### **LEGAL IMPLICATIONS [SF 12/05/21]**

16. Section 249 of the Local Government Act 1972 deals with the admission to the Freedom of the Borough of "persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the Borough". The Council is required to consider this application.
17. The title Freeman of the Borough is an honorary role. It offers no legal status and there is no remuneration linked to the honour.

## **FINANCIAL IMPLICATIONS [ PH 13/05/21]**

18. Those being honoured are given a civic reception, hosted by the Civic Mayor at the Mansion House, to include a buffet and beverages at an approximate cost of £400. Recipients also receive a framed Freedom Scroll that costs approximately £1000. The total cost of £1400 will be funded from the Civic Mayor's budget.

## **EQUALITY IMPLICATIONS [DC 11/05/21]**

19. Doncaster Council aims to be outstanding in all aspects of equality and diversity. The Council seeks to create an environment that promotes, values and celebrates equality and diversity ensuring everyone feels welcome and that individuals are treated fairly, equally and with respect and are not discriminated against on the basis of age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex or sexual orientation. We will advance equality of opportunity, intend to eliminate unlawful discrimination and foster good relations. All of these aims will be considered and upheld during the decision making process associated with this report.

## **CONSULTATION**

20. The application has been considered initially by representatives of the Labour Group, Conservative Group and Putting Mexborough First Group, who have given their unanimous approval for the application to be taken forward to be considered by Council.

## **BACKGROUND PAPERS**

21. Freedom Application from Ros Jones plus letters of support from David Blunt, Chairman of Doncaster Rovers Football Club, Maria Kuzak, Senior Philanthropy Manager, CALM and Len South from Doncaster Rovers supporters Club

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