



Doncaster Council

Would you please note that a Group Meeting will be held at 10.00 a.m. in the Civic Office.

Agenda

To all Members of the

COUNCIL

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

Venue: Council Chamber, Civic Office, Waterdale, Doncaster DN1 3BU

Date: Friday, 20th May, 2022

Time: 11.30 am

Please Note: Anyone attending the meeting is encouraged to wear a face covering throughout the meeting and when using all communal areas in the Civic Office, including washrooms and lifts. Face coverings can be removed when speaking.

BROADCASTING NOTICE

This meeting is being filmed for subsequent broadcast via the Council's site. The Council is a Data Controller under the Data Protection Act and images collected during this recording will be retained in accordance with the Council's published policy. Please be aware that by entering the meeting, you accept that you may be filmed and the images used for the purposes set out above.



Damian Allen
Chief Executive

Issued on: Thursday, 12 May 2022

Governance Officer for this meeting

David Taylor
01302 736712

Doncaster Metropolitan Borough Council
www.doncaster.gov.uk

ITEMS

1. Apologies for Absence.

Inauguration of Chair and Vice Chair of Council – Procedure 1 - 2

2. Election of Chair of Council.
3. Election of Vice-Chair of Council.
4. Presentation of badges to the retiring Chair of Council and Consort.
5. Vote of thanks to the retiring Chair of Council and Consort.

At the conclusion of item 5 above, the meeting will stand adjourned and reconvene at 2.00 pm in the Council Chamber in the Civic Office, Waterdale, Doncaster.

6. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
7. Declarations of Interest, if any.

8. Minutes of the Council Meeting held on 28th February, 2022. 3 - 24

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

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

For Decision

10. Results of the Local Borough By-Election held on 31st March, 2022. 25 - 30
11. Notification by the Elected Mayor of the Composition of the Executive and the Elected Mayor's Scheme of Delegations. 31 - 72
12. Council appointed Committees and Sub-Committees Terms of Reference for 2022/23. 73 - 96
13. Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees. 97 - 114

(Notice - Approval of alternative arrangements for appointments to some Committees and Sub-Committees on a non-proportionate basis, is to be considered).

14. Appointment of Chairs and Vice-Chairs of Committees and Sub-Committees. 115 - 118
15. Diary of Meetings 2022/24. 119 - 148
16. Council Appointments to Outside Bodies 2022/23. 149 - 162
17. Appointment of Independent Member to the Audit Committee. 163 - 166

18. Member Development Programme 2022/23. 167 - 176
19. Adoption of the Rossington Neighbourhood Development Plan. 177 - 184

This page is intentionally left blank

Agenda Annex

Annual Council Friday 20th May, 2022

Inauguration of Chair and Vice Chair of Council - Procedure

1. The Annual Council will be in two parts. Part 1, covers the inauguration of the Chair and Vice-Chair of Council (also known as the Civic Mayor and Deputy Civic Mayor when not in the Council Chamber) for the forthcoming municipal year. The election to the positions appears as items 2 and 3 on the agenda. Part 2, covers the remaining reports and agenda items to be presented to Council.
2. The inauguration, which this year will take place in the Council Chamber at the Civic Office will start at 11.30 a.m. Elected Members will take their usual seats in the Chamber and invited guests and members of the public will be seated to the rear of the Chamber.
3. The Macebearer will lead the Chair and Vice-Chair of Council (and their respective partners into the Chamber together with the Canon Reverend David Stevens and the Chief Executive, who will then be shown to their seats.
4. Chair of Council, Councillor Richard Allan Jones, will invite the Civic Chaplain, Reverend David Stevens to say prayers. He will then formally open the meeting.

Agenda Item 2

5. Chair of Council, Councillor Richard Allan Jones, will invite nominations for the post of Chair of Council for 2022/2023. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on (using the usual system in the Chamber).
6. Chair of Council, Councillor Richard Allan Jones, will declare the result and the Macebearer will transfer the Chain of Office to the newly elected Chair of Council. The Chief Executive will invite the new Chair to take the Declaration and sign the register. The Chief Executive will countersign the register.
7. The first duty of the new Chair of Council 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, in the usual manner.
8. A short adjournment of ten minutes will be declared while the Chair and retiring Chair (and partners) party retire to the Members Sitting room for the transfer of ceremonial robes
9. At this point of the meeting, there will be an opportunity for the local Press to take photographs.

Presentations and Vote of Thanks

10. The Macebearer will lead the new Chair, Vice-Chair of Council and their respective partners into the Chamber together with the Canon Reverend David Stevens and the Chief Executive. Councillor Jones and his partner will have already be shown to their reserved seats (close to the top table) BEFORE the new Chair returns).

11. The Chair of Council will invite Councillor Richard Allan Jones, former Chair of Council and Mrs Elizabeth Jones to the front of the chamber for the Chief Executive to present him with his commemorative badge.
12. The Chief Executive will announce that flowers will be presented to the outgoing Mayoress (Mrs Jones), the new Mayoress (Mrs Pearson) (The Macebearer will make the presentation) *(At this point Cllr Jones moves to his allocated seat at the end of the top table in the Chamber so he can take part in the remainder of the meeting)*
13. The newly elected Chair of Council will address the Council.
14. Members will have the opportunity to give a Vote of Thanks to Councillor Richard Allan Jones, former Chair of Council. Councillor Jones may wish to respond.
15. The Chair of Council will declare Part 1 of the meeting closed and call for an adjournment until 2.00 p.m. (Invited guests will be served with a buffet lunch.)
16. At 2.00 p.m. the meeting will recommence in the Council Chamber in the Civic Office. The Chair and Vice-Chair of Council will return without the ceremonial robes, accompanied by the Chief Executive and the Civic Party (if attending) to take their seats in the Chamber for Part 2 of the Annual Council Meeting.

Public Document Pack Agenda Item 8

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL

MONDAY, 28TH FEBRUARY, 2022

A MEETING of the COUNCIL was held at the COUNCIL CHAMBER, CIVIC OFFICE, WATERDALE, DONCASTER, on MONDAY, 28TH FEBRUARY, 2022, at 2.00 pm.

PRESENT:

Chair - Councillor Richard A Jones
Vice-Chair - Councillor Ian Pearson
Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillors Bob Anderson, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Laura Bluff, Nigel Cannings, Bev Chapman, James Church, Gemma Cobby, Phil Cole, Jane Cox, Steve Cox, Linda Curran, Susan Durant, Sue Farmer, Sean Gibbons, Julie Grace, Martin Greenhalgh, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Barry Johnson, Majid Khan, Sue Knowles, Sophie Liu, Tracey Moran, John Mounsey, Emma Muddiman-Rawlins, Tim Needham, David Nevett, Jane Nightingale, Thomas Noon, Andy Pickering, Cynthia Ransome, Rob Reid, Andrea Robinson, Glynis Smith, Sarah Smith, Gary Stapleton and Austen White.

APOLOGIES:

Apologies for absence were received from Councillors Nick Allen, Glenn Bluff, Jake Kearsley, Jane Kidd and Dave Shaw.

63 Minute's Silence for the recent death of former Councillor Eddie Dobbs

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 death of former Councillor Eddie Dobbs.

64 Declarations of Interest, if any

In accordance with the Members' Code of Conduct, the Mayor of Doncaster, Ros Jones, and Councillors Bob Anderson, Lani-Mae Ball, Nigel Ball, Joe Blackham, Nigel Cannings, Bev Chapman, Sue Farmer, Mark Houlbrook, Tracey Moran, Jane Nightingale and Sarah Smith, declared a non-disclosable interest in Agenda Item 11, the Housing Revenue Account Budget 2022/23 report.

65 Minutes of the Council Meeting held on 20th January, 2022

RESOLVED that the minutes of the Council Meeting held on 20th January, 2022, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair, subject to Minute No.61 (B) (B) on page 15, a question from Councillor Cynthia Ransome to the Deputy Mayor, Councillor Glyn Jones, be amended to read as follows:-

“Last Saturday lunchtime, I sat in a Town Centre restaurant with some friends. The restaurant was empty and we were seated in the window. We were feet away from a full rubbish bin and next to it was a young beggar. Five people stopped and gave him money. Someone drove up and gave him a package. How can we encourage people to return to the Town Centre if this is what they are faced with?”

66 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:-

“We have all seen over recent weeks and months, the build-up of the Russian military on the Ukrainian border, with the Russian President stating on numerous occasions that there was no plan to invade Ukraine. The past few days have proved this to be nothing more than lies.

My sympathy goes out to the people of Ukraine. It is the innocent men, women and children who will be the biggest victims of this war.

I trust that Western allies can find ways and means of freeing the people of Ukraine from this oppression, and that the people of Ukraine can once again enjoy the freedom that they deserve, away from tyranny and terror.

Doncaster is currently twinned with Ozyorsk in Russia. I must inform Council that I plan to formally end this twinning relationship, in outrage to the actions of the Russian President Vladimir Putin, who has invaded a previously peaceful and democratic country and brought war to the European continent, not seen in over 75 years.

Doncaster stands with Ukraine during this difficult time, and anything that we think is difficult in this country pales into insignificance when we see what the people of Ukraine are now having to endure. In support of Ukraine, from this evening, we will be lighting our Mansion House and Doncaster Gallery, Library and Museum, in the colours of the Ukrainian flag, in solidarity and support for Ukraine and Ukrainians across the world.

The thoughts and prayers of everyone here in Doncaster are with the Ukrainian people.”

Councillor Mark Houlbrook, Cabinet Member for Sustainability and Waste, made the following announcement:-

“On behalf of Doncaster Council, I would like to say a huge thank you to all the staff who went the extra mile earlier in the month, dealing with 3 successive storms, extreme winds, a mini tornado and flooding across the Borough. I would also like to pay tribute to our partners, including the emergency services and the Environment Agency.

The floods last week were a stark reminder to us all of the devastating floods of 2019, where some communities are still picking up the pieces.

The Connected by Water Action Plan was recently launched. This is a £400 million scheme to better protect thousands of homes and businesses from severe flooding in South Yorkshire. Doncaster Council is leading on the following projects:-

- Bentley Flood Alleviation Scheme
- Conisbrough Natural Flood Management
- Tickhill Natural Flood Management
- Doncaster Borough wide Surface Water Flood Alleviation Scheme

We are also supporting the Environment Agency with the following projects:-

- Fishlake Flood Alleviation Scheme & Recovery
- St Marys Bridge Wall Refurbishment
- Nature Based Solutions in Lower Don
- Refurbishment and Replacement of Lower Don Embankment
- Wheatley Park Embankment Refurbishment

I will be perfectly honest with you all in that there is a significant shortfall within the current funding settlement from Government. Government has currently committed £153 million, with a further £34 million in partnership funding; this leaves a £211 million funding shortfall. We will continue to work with the South Yorkshire Mayoral Combined Authority to lobby Government for the further required funding. For every £1 spent on flood protection, our residents and businesses avoid around £5 in property damage. If Government is serious about levelling up Doncaster and the North, then this must include funding the protection and resilience of our communities from flooding.

My final point is that there is currently a consultation taking place in relation to the Connected by Water South Yorkshire Action Plan, which I would encourage residents, businesses and fellow Councillors to get involved with, and put forward their views and experiences. The consultation can be found on the Environment Agency website and I will share the website via my twitter and Facebook channels.”

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

- (a) Question from Mr Chris Owen, to Councillor Nigel Ball, Cabinet Member for Public Health, Leisure, Culture and Planning:-

“The Local Plan was prepared before declaration of a Climate Emergency, and issue of the Council’s Climate Commission Report and Environmental Strategy. Will the policies and appropriateness of sites allocated for development set out in the Local Plan, be reviewed and revised to ensure that the important policies and initiatives contained in these and other environmental initiatives are fully reflected in the Local Plan, and therefore will be taken into account in determining planning applications? What will any such review entail, when will it start and when will it be completed? If no review will be performed, why not?”

Councillor Nigel Ball gave the following reply:-

“This very matter was discussed in front of the Government Planning Inspector through the Local Plan examination Hearing sessions whilst the Plan was being examined. Local Planning Authorities are bound by the legal duty in Section 19 of the 2004 Planning and Compulsory Purchase Act, as amended by the 2008 Planning Act, to ensure that, taken as a whole, planning policy contributes to the mitigation of and adaptation to climate change. This outcome-focused duty on local planning clearly signals the priority to be given to climate change in plan making.

The Local Plan Inspector's Final Report was issued in June last year and noted:-

"Whilst some representors consider that the Plan fails to respond appropriately to the climate emergency acknowledged by the Council, it has to meet the tests of soundness. For the reasons set out throughout this report...I conclude that the Plan is sound and contains appropriate policies to help mitigate and adapt to climate change in the context of current national policy including by helping to shape places in ways that contribute to radical reductions in greenhouse gas emissions."

The Inspector's conclusions on this matter were that:-

"There is no national policy requirement for the Plan to include targets for reductions in greenhouse gases in the Borough. The Council advised during the examination that it will take account of future changes to national and local policies and initiatives relating to climate change, such as Doncaster's Commission on the Climate Change,... as it keeps the Plan under review."

The Local Plan itself acknowledges that there are a number of emerging issues and opportunities that may inform a Local Plan review, including evolving national planning policy and the response to climate change.

The Local Plan was only approved and adopted last September with cross party support. We are now implementing its policies and monitoring the effectiveness of the Plan towards meeting its objectives. These include policies relating to the overall spatial strategy and the allocation of land for development which aim to minimise the need to travel and avoid flood risk, sustainable transport, protection, sustainable design, and low carbon and renewable energy.

As per the Council's response quoted in the Inspector's Report, national Government policy, including planning policy, is likely to evolve in the future to respond to what the Council has formally agreed in its declaration of a climate emergency.

The Council has a legal obligation to review the Plan at least five years from its adoption date, to ensure that policies remain relevant and effectively address the needs of our local communities. National planning guidance states that most Plans are likely to require updating in whole or in part at least every five years, and that reviews should be proportionate to the issues in hand.

As part of keeping the Plan under review, options which the Council could choose to pursue include bringing forward policy via a full Local Plan Review, a

partial Local Plan Review, or adopting an additional Development Plan Document to sit alongside the current Local Plan.

Any such option would need to be carried out in accordance with the relevant planning legislation, including at least two rounds of full public consultation, and concluding with the independent examination process. No decisions have yet been taken with respect to these options, given the Plan has only been in place for less than 6 months.”

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

- Q. “When will you commit to undertaking a proper review of the Local Plan and update the documents? I ask that in doing so, you urgently consider the allocation of Rose Hill and reconsider the sale of this land to housing developers.”

Councillor Nigel Ball gave the following response:-

- A. “The Local Plan is only six months old and was fully endorsed by Council at this point. It will be subject to a review, both a partial review and a full review, but we are still only six months in with the Plan. There are a lot of contentious areas, Rose Hill included, and when it is reviewed, we will look at what can be addressed. However, at this point, six months in, we are not in a position to undertake a review as this would be extremely time consuming and would need to be subject to a full public consultation, which does not happen overnight, and it is a process that we take very seriously.”

68 Corporate Plan 2022/23

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of a revised Corporate Plan for 2022/23, which would contribute to the ‘Great 8’ Priorities in the Doncaster Delivering Together Borough Strategy, ensure the Council would deliver quality services and contribute to develop as an organisation.

The Mayor was pleased to propose the Plan that set out the Council’s priorities for the next year, which was being presented alongside the budget proposals.

It was reported that the health and economic crisis caused by the pandemic had worsened inequalities in society, and placed unprecedented stress on Council services and resources. The pandemic had also highlighted the best of Doncaster, which had seen compassion, community spirit, innovation and resourcefulness in abundance.

Members noted that over the last year, the Council had:-

- Continued to roll out Test, Track and Trace, and support local mass vaccination centres across Doncaster;
- Supported businesses, helped residents get back to work, and supported the most vulnerable residents;

- Stepped up its response to the climate and biodiversity crisis;
- Seen major projects come to fruition, for example Danum Gallery, Library and Museum, Savoy Cinema and the University Technical college; and
- Grasped opportunities such as Towns Deals, Levelling Up Fund and Community Renewal Funding, which had brought £64m of additional investment into Doncaster.

The Mayor stated that the Council had learned from lockdowns that it could organise itself and deliver services differently, and work even more closely with its partners, and that she was extremely proud of how the Council had worked together with its colleagues, partners and communities. Along with the Team Doncaster partners, the Council had committed to a decade of delivery, guided by our new Borough Strategy, Doncaster Delivering Together and was looking forward, with hope and ambition beyond the pandemic, but acknowledged its legacy. Doncaster Delivering Together was about Thriving People, Places & Planet which emphasised the need to improve wellbeing. To achieve these Goals, the Corporate Plan detailed the Council's contribution to the 'Great 8' priorities over the next year which included:-

- Plant 100,000 trees as part of the 1 million trees programme;
- Use the Social Housing Decarbonisation Fund and Gainshare funding to retrofit a further 600 homes;
- Deliver 33 new Council homes and start building another 129;
- Refurbish three local Leisure Centres, in Askern, Edlington and Thorne;
- Extend its Employment Support programmes; and
- Bid for City Status and to become the headquarters for Great British Rail.

It was also noted that the Plan also detailed how the Council would continue to develop as an organisation, and respond to the challenges and opportunities of the future.

In concluding her presentation, the Mayor expressed her gratitude to the Overview and Scrutiny Management Committee for considering the Plan and providing its feedback and support.

RESOLVED that the 2022/23 Corporate Plan, be approved.

69 Capital Strategy and Capital Budget 2022/23 - 2025/26

Prior to Council's consideration of the report, the Chair of Council, Councillor Richard A Jones 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, 2022/23 to 2025/26.

The Mayor stated that the Council continued to invest in the future of the Borough despite the tough economic climate with £386.9m of capital investment planned over the next four years that would continue to stimulate growth and prosperity, with £141.6m of investment planned for 2022/23. The Council was investing in projects to further improve core services such as education, housing, infrastructure, leisure and culture, as well as attracting investors and visitors to the Borough. This included £196.8m investment in the Council's social housing stock over the next four years, covering maintenance, adaptations and the new build programme. A further £29.9m was proposed for continued investment over the next year in its leisure facilities, retained public buildings and fleet replacement, with the acquisition of electric vehicles being prioritised where possible.

Members noted that the Capital Budget also allocated an additional £6m for improving the condition of its roads, with the focus being on adopted estate roads on a 'worst first' basis, which would include £1m towards road safety improvements. The Capital Budget invested in the whole Borough of Doncaster, and the Council would continue to bid for Government funding where possible, including Levelling Up and Shared Prosperity Funding. However, the Mayor pointed out that for true levelling up of Doncaster and the North, substantial regenerative funding over a 5 to 10 year period was needed which would enable the Council to 'go deep' and 'go local' in order to provide the opportunities and true levelling up of the Borough and its communities.

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 - 40

The Vice-Chair of Council, Councillor Ian Pearson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Bob Anderson, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Bev Chapman, James Church, Gemma Cobby, Phil Cole, Linda Curran, Susan Durant, Sue Farmer, Sean Gibbons, Julie Grace, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Barry Johnson, Majid Khan, Sue Knowles, Sophie Liu, Tracy Moran, John Mounsey, Emma Muddiman-Rawlings, Tim Needham, David Nevett, Jane Nightingale, Andy Pickering, Rob Reid, Andrea Robinson, Glynis Smith, Sarah Smith and Austen White.

Against - 0

Abstain - 8

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon, Cynthia Ransome and Gary Stapleton.

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 36 to 71 of the report, be approved;
- (2) the Capital Programme Budget for 2022/23 to 2025/26, as detailed within paragraphs 11 to 35 of the report, be approved; and
- (3) Directors in consultation with the Portfolio Holder, take responsibility for agreeing any changes to the use of block budgets in the Capital Programme which were identified within Appendix 1 and included the Retained Buildings Programme, School Condition Programme and Integrated Transport Block.

70 Treasury Management Strategy Statement 2022/23 - 2025/26

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Treasury Management Strategy Statement for 2022/23 to 2025/26, 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 sought 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 and the proposals followed the Chartered Institute of Public Finance Code and were compliant with statutory guidelines.

Members were advised that CIPFA published updated Treasury Management and Prudential Codes on 20th December, 2021, but there would be a soft introduction of the new codes prior to full implementation in 2023/24. The new codes were identified in full in Appendix F to the report. Additionally, it was noted that the requirement that the Local Authority must not invest primarily for financial return was now explicit in the code, whereas in the past, it had been implicit. However, the report confirmed that the Council was already complying with this requirement.

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 - 40

The Vice-Chair of Council, Councillor Ian Pearson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Bob Anderson, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Bev Chapman, James Church, Gemma Cobby, Phil Cole, Linda Curran, Susan Durant, Sue Farmer, Sean Gibbons, Julie Grace, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Barry Johnson, Majid Khan,

Sue Knowles, Sophie Liu, Tracy Moran, John Mounsey, Emma Muddiman-Rawlings, Tim Needham, David Nevett, Jane Nightingale, Andy Pickering, Rob Reid, Andrea Robinson, Glynis Smith, Sarah Smith and Austen White.

Against - 0

Abstain - 8

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon, Cynthia Ransome and Gary Stapleton.

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

RESOLVED that:-

- (1) the Treasury Management Strategy Statement 2022/23 to 2025/26 report and the Prudential Indicators included, be approved; and
- (2) the Minimum Revenue Provision Policy, as detailed within paragraphs 39 to 40 and Appendix B of the report, be approved.

71 Revenue Budget 2022/23 - 2024/25

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Revenue Budget proposals for 2022/23 to 2024/25.

The Mayor reported that despite ongoing uncertainty around Government funding and the continued response to the Covid pandemic, the budget proposals set a balanced budget whilst protecting the most vulnerable across the Borough and provided resources to improve opportunities; the Council now had 28% less to spend on services in real terms than it did in 2010/11, which created challenges and represented a £335 reduction per resident. The overall gross Revenue Budget proposed for the Council in 2022/23 was £526.1m.

The Mayor pointed out that this budget provided sufficient resources to enable front line services to continue to deliver at their current service levels, despite increased service pressures and rising inflation. The Council had allocated an additional £750,000 for additional apprenticeships within the Council which would target hard to fill roles. Also, as Coronavirus had not gone away, the budget proposals ensured specific resources were available for Covid infection control and prevention measures during the next financial year.

Members noted that some difficult decisions had been made to balance the budget and meet an overall recurrent budget gap of £13.1m in 2022/23. Savings had been necessary, but wherever possible, these minimised the impact on service delivery and would be delivered through new ways of working, deployment of technology and generating additional income without negatively impacting on critical services. Overall, the budget proposals met the £21.7m budget gap over the 3 years. In light of the pressures and future risks, a Council Tax increase of 1.99% was being proposed alongside a further 2.5% increase for Adult Social Care, and that the Adult Social Care precept was specifically being used to contribute towards the additional Adult Social Care funding pressures. Overall, this would increase Band A Council Tax by 83p per

week and Band D by £1.25 per week. To offset the impact of this and to help support those residents who were struggling, the Local Council Tax Reduction Scheme remained in place and was supplemented by the introduction of a hardship support payment of up to £300 per household per annum. In addition, the Local Assistance Scheme funds would be increased by £450,000, to provide a safety net for periods of hardship experienced by families who were most in need.

The Mayor pointed out that Doncaster would still continue to have the lowest Council Tax in South Yorkshire and one of the lowest overall in comparison to other Councils of similar size in the country. However, with still no certainty from Government about funding beyond the next year, it was hard to plan ahead, but as the Council was a financially well managed, the Mayor stated that she would do whatever she could to mitigate the impacts of uncertainty as she remained firmly focused on supporting Doncaster's priorities outlined in the Corporate Plan and the 10 year Borough Strategy.

In conclusion, the Mayor thanked the Overview and Scrutiny Management Committee for its response to the draft budget proposals, which she had fully considered and responded to.

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 - 39

The Chair of Council, Councillor Richard A Jones, the Vice-Chair of Council, Councillor Ian Pearson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Bob Anderson, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, James Church, Gemma Cobby, Phil Cole, Linda Curran, Susan Durant, Sue Farmer, Sean Gibbons, Julie Grace, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Barry Johnson, Majid Khan, Sue Knowles, Sophie Liu, Tracy Moran, John Mounsey, Emma Muddiman-Rawlings, Tim Needham, David Nevett, Jane Nightingale, Andy Pickering, Rob Reid, Andrea Robinson, Glynis Smith, Sarah Smith and Austen White.

Against - 0

Abstain - 8

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon, Cynthia Ransome and Gary Stapleton.

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

RESOLVED that the Revenue Budget for 2022/23 to 2024/25, as detailed within the report, be approved including:-

(1) the Medium-term Financial Strategy including all proposals in the report, as

detailed within Appendix A of the report;

- (2) a Gross Revenue Expenditure Budget of £526.1m and a Net Revenue Expenditure Budget of £219.4m, as detailed within Appendix A;
- (3) Council Tax increasing by 4.49% to £1,511.03 for a Band D property (£1,007.35 for a Band A) for 2022/23. This includes:-
 - (i) 1.99% Council Tax increase, equating to an increase of £28.78 for Band D per annum, 55p per week (£19.18 for Band A per annum, 37p per week); and
 - (ii) 2.5% Government Adult Social Care precept, equating to an increase of £36.15 for Band D per annum, 70p per week (£24.10 for Band A per annum, 46p per week).
- (4) the Revenue Budget proposals for 2022/23, as detailed within Appendix B (pressures £19.0m) and Appendices C and D (savings £12.1m) of the report;
- (5) the 2022/23 Grants to 3rd Sector Organisations, as detailed within paragraph 58 and Appendix F of the report;
- (6) the fees and charges proposed for 2022/23 at Appendix G of the report; and
- (7) the Chief Financial Officer's positive assurance statements be noted, as detailed within paragraphs 68 to 70 of the report.

72 Housing Revenue Account Budget 2022/23

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 2022/23 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 in the Borough. However, he was disappointed that the rent increase was larger this year than in previous years, but it was still below the current rate of inflation. Social rents in Doncaster remained the lowest in South Yorkshire and were significantly lower than those in the private sector, as they were also more than £11 a week lower than they would have been if rents had not been reduced by 1% a year for 4 years from 2016 to 2019. The rent increase was much needed because as a landlord, the Council had recognised the impact of high inflation on all of its costs, and that this rent increase would generate additional income of £3.1m, but the Council's estimated expenditure for the year would increase by £3.6m.

It was reported that the Council was also seeing increased demand for social housing as many other housing options had become unaffordable for residents. The demand on services and the need for investment in the Council's properties continued to rise and all of this was paid for from tenants' rents. The services provided to tenants and

the quality of the housing offer exceeded those of many other landlords at a time when the Council rents were not only the lowest in South Yorkshire, but in the lowest 10 for the whole Country.

The Deputy Mayor stated that the Council wanted its tenants to be able to sustain their tenancies and that staff were available to assist with this, and also with maximising their income and reducing outgoings; if nothing else had been learned from the Covid pandemic, everyone had all learnt the value of the roof over their heads.

The Deputy Mayor stressed that poverty and especially fuel poverty was a concern to the Council which would continue to invest heavily in energy efficiency improvements across all of its housing stock and it was on track to achieve EPC level C for all of its properties by 2030. Almost 60% of the planned Housing Capital Investment Programme for next year would be on investment which would improve the energy efficiency of Council properties. The HRA continued to fund in excess of £100m of investment into the existing Council stock over the next four years; the main areas of investment were energy efficiency improvements and external works such as new roofs including fascias, gutters and soffits.

In concluding his presentation, the Deputy Mayor pointed out that within Housing, the Council had recognised the importance of its contribution to the wider objectives for the Borough and would continue to grow the number of apprentices employed to 45, which was more than 5% of the St Leger Homes workforce. The Council was also looking to increase this number further to match the growing investment programme over the next few years. In addition, funding had also been identified to plant an additional 150 trees a year on housing land.

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 - 39

The Vice-Chair of Council, Councillor Ian Pearson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Bob Anderson, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, James Church, Gemma Cobby, Phil Cole, Linda Curran, Susan Durant, Sue Farmer, Sean Gibbons, Julie Grace, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Barry Johnson, Majid Khan, Sue Knowles, Sophie Liu, Tracy Moran, John Mounsey, Emma Muddiman-Rawlings, Tim Needham, David Nevett, Jane Nightingale, Andy Pickering, Rob Reid, Andrea Robinson, Glynis Smith, Sarah Smith and Austen White.

Against - 0

Abstain - 8

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon, Cynthia Ransome and Gary Stapleton.

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 4th April, 2022 by 4.1%, as detailed within paragraphs 7 to 10 of the report in line with Government policy; this will increase average weekly rent by £3.00, resulting in an average rent of approximately £76.06 per week. Rents will be charged every week of the year;
- (2) the budget proposals for the HRA for 2022/23, which are contained in Appendix A to the report; these proposals set a balanced budget for the HRA and maintain a reserve of £4.0m; and
- (3) fees and charges, as detailed within paragraph 14 of the report.

73 Council Tax Setting and Statutory Resolutions 2022/23

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 2022/23.

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 4.49% for 2022/23 to £1,511.03. The proposals included an increase in the core Council Tax of 1.99%, as set out in the 2022/23 Revenue Budget report, and an increase in the Adult Social Care precept of 2.5%.

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 £1,007.35 for a Band A property, which was an increase of 83p 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 4.41% 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 - 39

The Chair of Council, Councillor Richard A Jones, the Vice-Chair of Council, Councillor Ian Pearson, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Bob Anderson, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, James Church, Gemma Cobby, Phil Cole, Linda Curran, Susan Durant, Sue Farmer, Sean Gibbons, Julie Grace, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie

Hutchinson, Barry Johnson, Majid Khan, Sue Knowles, Sophie Liu, Tracy Moran, John Mounsey, Emma Muddiman-Rawlings, Tim Needham, David Nevett, Jane Nightingale, Andy Pickering, Rob Reid, Andrea Robinson, Glynis Smith and Sarah Smith.

Against - 0

Abstain - 8

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon, Cynthia Ransome and Gary Stapleton.

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 2022/23 of £1,511.03 for Doncaster Council services and passed the appropriate Statutory Resolutions, as set out and recommended within Appendix B of the report, which incorporated the Council Taxes of the Joint Authorities and which, taken together with Doncaster's 4.49% increase, represented a 4.41% increase from the 2021/22 Council Tax for Doncaster residents.

74 Annual Pay Policy Statement 2022/23

The Council considered a report on the Annual Pay Policy Statement for 2022/23, 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 and agreed 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 slightly reduced from 6.20 to 6.13 to 1. Although the average salary had increased by £294 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.
- (v) The Council remained committed to reduce the pay difference and increase low pay.

Members noted that it was anticipated that this Policy may need to be amended during the period it covered which was from 1st April, 2022 to 31st March, 2023 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 2022/23, be approved.

75 Options to Support the Delivery of the Region's Bus Service Improvement Plan

The Mayor of Doncaster, Ros Jones, presented a report to Council that detailed the options being discussed with regard to the delivery of the region's bus service improvement plan.

It was reported that the South Yorkshire Mayoral Combined Authority considered a report with regard to the future of bus services and outlined that there were considered to be two main options; to retain the Enhanced Partnership and not explore franchising or alternatively to further explore the franchising option. More details of these two models were set out in the report considered by Members.

The Mayor reported that following consideration of the report, it was the view of herself and Cabinet that the franchise option was the preferred route, but there were still a number of points to consider before support was given.

Members noted that the process of assessing a franchising scheme would enable the Combined Authority to fully consider whether a bus-franchising scheme would be the preferred model for delivery of the Bus Service Improvement Plan. With this in mind, the Mayor sought the support of Full Council in going to South Yorkshire Mayoral Combined Authority to explore the potential of the franchising model. However, the Mayor assured Council that she would stipulate that there must be no cost associated to Doncaster Council and that the Council reserved the right to formally withdraw from the process at any stage, if appropriate funding solutions could not be found.

RESOLVED that the South Yorkshire Mayoral Combined Authority be requested to explore the potential of the franchising model, but there must be no cost associated to Doncaster Council and that the Council reserves the right to formally withdraw from the process at any stage, if appropriate funding solutions could not be found.

76 Membership and Chiring Arrangements - Overview and Scrutiny Communities and Environment Panel and Overview and Scrutiny Management Committee

The Council considered a report which sought nominations to fill the following vacancies following the resignation of Councillor Daniel Barwell as an Elected Member on 10th February, 2022:-

- A Labour Group Member to fill the vacancy on the Communities and Environment Overview and Scrutiny Panel;
- The appointment of a Chair for the Communities and Environment Panel from within its Membership; and

- The appointment of the newly elected Chair of the Communities and Environment Panel to the vacancy on the Overview and Scrutiny Management Committee (OSMC).

Members noted that Council had previously agreed to disapply proportionality to OSMC and the Standing Panels, as this provided an opportunity for a greater number of seats to be offered to those Members who were not in the Majority Group which allowed more flexibility in reviewing the membership of OSMC and the Standing Panels in year. As the seats were not allocated in proportion to the political make-up of the Council, but agreed on a Political Group basis, the seat vacated by Councillor Barwell was deemed a Labour seat.

Members were also informed that to ensure the OSMC effectively managed and co-ordinated the work of the Overview and Scrutiny Panels, Members appointed as Chairs of the Standing Scrutiny Panels were also appointed as Members to the OSMC. Therefore, to continue this best practice principle, Council was requested to consider appointing the newly elected Chair to the vacancy on OSMC.

RESOLVED that:-

- (1) Councillor Barry Johnson be appointed as the Labour Group representative to the vacancy on the Communities and Environment Overview and Scrutiny Panel;
- (2) Councillor Gemma Cobby be appointed as Chair of the Communities and Environment Overview and Scrutiny Panel; and
- (3) Councillor Gemma Coby, as the Chair of the Overview and Scrutiny Communities and Environment Overview and Scrutiny Panel, be appointed to the vacancy on the Overview and Scrutiny Management Committee

77 Questions by Elected Members in accordance with Council Procedure Rules 15.2 and 15.3

A. Questions on Notice

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

“Unfortunately, meetings of the Assets Board are closed to the public and Elected Members. Would you support making these meetings more transparent by including the Assets Board as an agenda item at a Committee meeting? For example, an update about the Assets Board could be included as a regular item on the Audit Committee’s Agenda. This would enable Councillors to scrutinise the disposal of assets in a much more effective way. Alternatively, do you feel that it is time to open up Assets Board meetings to the public and Ward Members?”

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

“Thank you for your question Councillor Allen. The Assets Board is an internal advisory meeting only with no decision making functions. It therefore falls outside the Council’s formal decision making structures.

The activities of the Assets Board operate in accordance with Standing Orders and Financial Procedure Rules. Proposed asset transactions, including acquisition, disposal and leases in and out of the Council, are considered by the Assets Board process, which includes Ward Member consultation prior to decision making.

The Assets Board provides a framework for consultation with Local Ward Members to occur before decisions are taken. Decisions regarding individual property disposals and acquisitions are made as set out in the Council's Constitution and in accordance with Standing Orders. Depending on the values involved, such decisions are taken by either the Property Officer, the relevant Portfolio Holder or Cabinet. All decisions are published on the Council's website in accordance with legislation and subject to any exemptions due to confidentiality.

Consultation also forms part of the decision making process and Ward Members are involved where appropriate, but where there is a level of commercial sensitivity and confidentiality, access to information discussed cannot be made freely available as a matter of course."

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 Jane Cox asked the following question:-

"Does the Mayor agree that given the circumstances around a recent resignation of a Labour Councillor, that at a very minimum, DBS (Disclosure and Barring Service) checks should be done on Elected Members? I understand the policy is to not do this because we as Elected Members should not be left with children or vulnerable people on our own, but this is not always possible, and I think the public deserves to know who is representing them. Part of the training that is given to new Councillors is around what to do when they are in a home with somebody, so we do acknowledge that Councillors find themselves in these situations."

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

"As this is part of an ongoing situation, it would be wrong of me to make any further statement because it is a Police investigation."

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

Q. "I am not asking about a comment about an ongoing Police investigation, I am asking about Council Policy. The Council Policy is for us not to have DBS checks on Elected Members. I feel that we

should have DBS checks on Elected Members and it should become Council Policy?”

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

“There are different levels of DBS checks as you know, and therefore, the required DBS checks are carried out in accordance with the processes the Council has in place at the moment.”

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

Q. Councillor Steve Cox asked the following question:-

“Would it be possible to know why the Welcome Back Fund was not used? On the report you gave to Cabinet on 23rd June, 2021, one recommendation was that the fund would be spent quickly; what went wrong? Has there been any Covid-19 funds that have had to be clawed back to Government?”

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

“If you had given me prior warning about this question, I could have got a detailed response for you, but I am not aware at this moment in time, of any funding that has had to be returned to Central Government. That is not to say that has not happened because as we know with this Government, everything is very short-term and has to be spent in very short timescales which sometimes cannot be achieved. I will find the answer and provide you with a response.”

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

Q. “I look forward to the response. Could you also look into what has been stated as ‘Navel Gazing’ undertaken by the South Yorkshire Mayoral Combined Authority in holding back funds and taking their time in making the decision how much Doncaster gets?”

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

“I am not certain which element of funding you are talking about, but if you can furnish me with the details, I will do my best to find out the answer and take the issue forward.”

C. Questions to Councillor Lani-Mae Ball, Cabinet Member for Education, Skills and Young People

There were no questions put to Councillor Lani-Mae Ball, Cabinet Member for Education, Skills and Young People.

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

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

E. Questions to Councillor Joe Blackham, Cabinet Member for Highways, Infrastructure and Enforcement

There were no questions put to Councillor Joe Blackham, Cabinet Member for Highways, Infrastructure and Enforcement.

F. Questions to Councillor Rachael Blake, Cabinet Member for Children's Social Care, Communities and Equalities

Q. Councillor Steve Cox asked the following question:-

“What has gone wrong with the consultation on the Localities Model? We have been informed numerous times in meetings about the ‘Great 8’ Priorities. Half of our Ward has been missed out since 2015 and it still seems that in the consultation for this Locality Model, half of our Ward has been left out again. We were told this by Officers. I have emailed you to ask why half of the Ward is missing. Could you just tell me why it is not there?”

A. Councillor Rachael Blake gave the following response:-

“Regarding your original point in respect of the lack of consultation on the Locality Model, I disagree that this is the case. I think all Members in this room have attended briefings to understand what was happening with Locality Working. I believe there have been 4 Locality meetings which has included an Elected Member who has been chosen by their Ward to be the lead Ward Member. I understood that the first meetings have taken place and there is another meeting tomorrow night. I do not think there has been a failure of consultation. From what I can see up to now, Members attendance has been excellent. I will be attending all the Locality meetings in the next two months to be sure about the progress.

The purpose of Locality Working, as outlined in the Corporate Plan, is that we have a Locality Plan. At the heart of the Locality Plan is what our residents want based on the consultation which has taken place in the Wards. I understand that the next step of Locality Working is for lead Ward Members to see the Locality Plans which will come to Cabinet in March, 2022.

So I disagree that there has been a failure. The consultation has been very robust and I think Members have engaged in the process.

In terms of your specific question, I totally understand your frustration in terms of where your Ward sits. I do not think you have been missed out. In Locality Working, my understanding is that you sit in 2 areas; you could be represented in the Central Area, but equally, you need to

be represented in the South Area. I will speak to the two Directors responsible to ensure you are provided with an update before the next round of Locality meetings.”

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

Q. “I am glad you referred to our Ward sitting in the Central Area. We have been saying this since 2015 and it is still not clear in there that half of our Ward sits within the Central Area. We have not been asked to put anyone forward, so therefore there is a flaw in the consultation process?”

A. Councillor Rachael Blake gave the following response:-

“I will get back to you this week because it is not right that any Ward Members cannot attend their Locality meeting.”

G. Questions to Councillor Phil Cole, Cabinet Member for Finance and Trading Services

There were no questions put to Councillor Phil Cole, Cabinet Member for Finance and Trading Services.

H. Questions to Councillor Mark Houlbrook, Cabinet Member for Sustainability and Waste

There were no questions put to Councillor Mark Houlbrook, Cabinet Member for Sustainability and Waste.

I. Questions to Councillor Jane Nightingale, Cabinet Member for Corporate Resources

There were no questions put to Councillor Jane Nightingale, Cabinet Member for Corporate Resources.

J. Questions to Councillor Andrea Robinson, Cabinet Member for Adult Social Care

There were no questions put to Councillor Andrea Robinson, Cabinet Member for Adult Social Care.

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

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

L. Questions to Councillor Ian Pearson, Chair of the Elections and Democratic Structures Committee

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

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

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

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

In the absence of Councillor Jane Kidd, Members were asked to submit their questions in writing to the Scrutiny Team within Governance Services, and a written response would be provided.

78 Annual Report on Executive Decisions Taken Under Special Urgency (Rule 16) Provisions

The Council considered a report which informed Members of Key Decisions which had been taken by the Executive between the period 19th February, 2021 and 28th February, 2022, 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 historically, the Council had made limited use of the Rule 16 (Special Urgency) Provision, and between 2015 and 2020, there had been only six decisions of this type. However, this had increased in 2020/21 to 32 as a result of the urgent response needed to the Covid Pandemic, and in 2021/22, this had increased further. All decisions were largely related again to the Council's response to the Covid-19 Pandemic and delaying these decisions could have resulted in the delay of the provision of grants or services to the people of Doncaster.

It was reported that since the publication of the agenda papers, an additional Rule 16 decision has been taken by Mayor Ros Jones on the 23rd February, 2022 to accept £3,244,525 of funding from the Department of Business, Energy and Industrial Strategy, for the delivery of works related to the Social Housing Decarbonisation Fund.

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

79 To receive the minutes of the following Joint Authorities

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

- A. South Yorkshire Mayoral Combined Authority Board held on 24th January, 2022.
- B. South Yorkshire Local Enterprise Partnership Board held on 13th January, 2022.
- C. South Yorkshire Fire and Rescue Authority held on 10th January and 24th January, 2022.

CHAIR: _____

DATE: _____



Doncaster Council

Report

Date: 20th May, 2022

To the Chair and Members of the COUNCIL

RESULTS OF THE LOCAL BOROUGH BY-ELECTION HELD ON 31 MARCH 2022

EXECUTIVE SUMMARY

1. To report to the Council the results of the Wheatley Hills and Intake Ward By-Election held on Thursday 31 March, 2022.

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 and Referendums are significant projects, which are delivered by a small Electoral Services core team with polling stations supported by internal staff from across the Council.
6. Due to resignation of a sitting Councillor a vacancy occurred for a Borough Councillor for the Wheatley Hills and Intake ward. A By-Election was called by two local government electors to fill the vacancy by holding an election. This report provides a detailed update to Members on the election and results.

7. There was an eligible electorate of 12,933 electors of which 2,879 were issued with Postal Votes and 1,264 (43.90%) were returned. As well as those Postal Votes issued there were ten polling stations on polling day which 536 (5.33%) electors visited to cast their vote.
8. In total 1,800 electors cast their vote, of which 1 was rejected for voting for more than one candidate and 2 for being unmarked or void for uncertainty, marking a turnout of 13.92%.
9. There were five candidates and Yetunde Elebuibon was duly elected Councillor for the Wheatley Hills and Intake ward; a full breakdown of the results can be found below:-

RESULTS

Name of Candidate	Description (if any)	Number of Votes
ANGUS Michael Lindsay	The Conservative Party Candidate	419
BUDDEN Andy	Yorkshire Party	356
ELEBUIBON Yetunde	Labour Party	827 elected
ROZENFELDS Jennifer Joanne	Green Party	135
SOUTHALL Dean Peter	Liberal Democrats	60

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D unmarked or wholly void for uncertainty	2
Total	3

Electorate: 12,933	Ballot Papers Issued: 1,800	Turnout: 13.92 %
--------------------	-----------------------------	------------------

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

10. 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

11.

Outcomes	Implications
<p>Doncaster Working: 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"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	
<p>Doncaster Living: 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"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	
<p>Doncaster Learning: 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"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	

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

12. 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

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

FINANCIAL IMPLICATIONS

14. 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

15. There are no significant HR implications associated with reporting the outcome of this by-election.

TECHNOLOGY IMPLICATIONS

16. None requested.

HEALTH IMPLICATIONS

17. There are no Health implications associated with reporting the outcome of this by-elections.

EQUALITY IMPLICATIONS

18. The Council has worked hard to ensure that voting is accessible to all. A full Polling Places review was carried out in 2019 and full risk assessment reviews in 2021 to ensure 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

Trina Barber
Electoral Services Manager
Legal and Democratic Services
Tel: 01302 734398
e-mail: Trina.Barber@doncaster.gov.uk

Damian Allen
Returning Officer

This page is intentionally left blank



Doncaster Council

Report

Date: 20th May, 2022

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 a 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 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. The Elected Mayor has confirmed that there are no proposed changes to the Executive Scheme of Delegations at the present time. A copy of the current Scheme, dated 12th October 2021, is attached at Appendix A to this report for information.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

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

IMPACT ON THE COUNCIL'S KEY OUTCOMES

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

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials SRF Date 27.04.22]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 04.05.22]

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 SH Date 29.04.22]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 05.05.22]

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

HEALTH IMPLICATIONS [Officer Initials RS Date 28.04.22]

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 04.04.22]

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:

David M. Taylor, Senior Governance Officer
Tel: 01302 736712
Email: david.taylor@doncaster.gov.uk

Jonathan Goodrum, Senior Governance Officer
Tel: 01302 736709
Email: jonathan.goodrum@doncaster.co.uk

**Damian Allen
Chief Executive**

This page is intentionally left blank

As Mayor of Doncaster Metropolitan Borough Council, under the powers and duties invested in me by the Local Government Act 2000, I make this following Scheme of Delegations.



Date: 12 October 2021

.....
Ros Jones
Mayor of Doncaster Metropolitan
Borough Council

1. All functions of the Council are executive functions except those reserved by law or by the constitution to the Full Council or to Council Committees.

Elected Mayor

2. The Mayor is personally responsible for the discharge of all Executive Functions and may take any decision in relation to any such function, whilst recognising the specific and/or statutory responsibilities placed on individual portfolio holders.

Functions Reserved to the Mayor

1. Appointment of Cabinet and Deputy Mayor.
2. Determination of Scheme of Delegations.

Cabinet

The Cabinet will consist of:		
Cabinet Member	Ward	Portfolio Remit
Ros Jones, Mayor	N/A	Budget and Policy Framework
Councillor Glyn Jones Deputy Mayor	Hexthorpe & Balby North	Housing and Business
Councillor Lani-Mae Ball	Conisbrough	Education, Skills and Young People
Councillor Nigel Ball	Conisbrough	Public Health, Leisure, Culture and Planning
Councillor Joe Blackham	Thorne & Moorends	Highways, Infrastructure and Enforcement
Councillor Rachael Blake	Rossington & Bawtry	Children's Social Care, Communities and Equalities
Councillor Phil Cole	Edlington & Warmsworth	Finance and Trading Services
Councillor Mark Houlbrook	Thorne & Moorends	Sustainability and Waste

Councillor Jane Nightingale	Bentley	Corporate Resources
Councillor Andrea Robinson	Edenthorpe & Kirk Sandall	Adult Social Care

3. The Mayor delegates all Executive Functions to the Cabinet who collectively may take any decision in relation to any such function – subject only to the reservations set out in paragraph 5. Cabinet Members may also in respect of any issue decide that the matter is one which should be decided by the Mayor and/or Cabinet. In exercising this delegation, Cabinet Members will follow the principles and conditions shown at Appendix 3.
4. The Cabinet is collectively responsible for the financial decision making and budgetary functions set out in Appendix 5.

Cabinet Members

5. Subject to paragraphs 2, 3 and 4 above, the Mayor delegates all Executive Functions shown in Appendix 1 which involve decisions that are strategic, high profile or controversial and which fall within the portfolio of each Cabinet Member as set out in Appendix 1, to that Cabinet Member, subject to the Mayor's directions from time to time to individual Cabinet Members in respect of controversial, high profile and/or financially significant decisions. In exercising delegations, Cabinet Members will follow the principles and conditions shown at Appendix 3. In the event that the Mayor is absent or unable to act the Deputy Mayor must act in her place and may take any decision which the Mayor may ordinarily take. In the event that the Deputy Mayor is unavailable or absent the following Cabinet Members will assume the role of Deputy Mayor in the following order:-
Councillor Joe Blackham, Councillor Nigel Ball, Councillor Rachael Blake, Councillor Jane Nightingale, Councillor Andrea Robinson, Councillor Lani-Mae Ball, Councillor Mark Houlbrook and Councillor Phil Cole.
6. The Mayor has specific responsibility for those functions in relation to financial decision making and budgetary responsibility referred to in the Council's Financial Procedure Rules as set out at Appendix 6.
7. The establishment of advisory groups to assist in the discharge of Executive functions shall be reserved to the Mayor. No such group shall be established without formally recording the following:-
 - (i) The purpose and scope (explicitly stating that it is a non-decision making body)
 - (ii) The membership of the Body and how that is appointed
 - (iii) The costs and benefit of establishment
 - (iv) The arrangements for servicing the Body, including the keeping of minutes
 - (v) Stating to whom the recommendations are made and that the decision makers discretion is not fettered by the making of those recommendations

A record of each group established shall be maintained by the Chief Executive.

Cabinet Committees

8.

No Cabinet Committees are established.

Joint Arrangements

9.

The following Joint Arrangements are established to discharge executive arrangements.

- i Joint Advisory Committee for South Yorkshire Archaeology
- ii South Yorkshire Joint Advisory Committee on Archives
- iii South Yorkshire Joint Trading Standards Committee
- iv South Yorkshire Local Pensions Board
- v Yorkshire and Humberside Grid for Learning Joint Committee
- vi Barnsley, Doncaster & Rotherham (BDR) Waste Partnership (Joint Waste Board)
- vii Yorkshire Purchasing Organisation

Area Committees

10.

There are no Area Committees discharging executive functions.

Chief Executive/Directors

11. The Mayor delegates, subject only to the reservations in the lists at paragraphs 2 to 10 above, all Executive Functions to the Chief Executive, also to Directors, who may take any decision in relation to the functions delegated to them as set out in paragraph 13. The Chief Executive (in consultation with the Mayor as appropriate) will determine from time to time the service responsibilities of each Director and the extent to which their delegations shall be exercised. The Chief Executive and Directors have a specific delegation to approve Member attendance at events both within and outside the UK. The Mayor must be informed, prior to any approval, of Cabinet Member attendance at events both within and outside of the UK, and those decisions cannot be delegated to Assistant Directors or Heads of Service.

Assistant Directors and Heads of Service

12. The Mayor delegates, subject only to the reservations in the lists at paragraphs 2 to 11 above, to each Assistant Director all Executive Functions which fall within their service area, as shown at paragraph 11 above. The Director to whom the Assistant Directors report will determine from time to time, what the service responsibilities of each Assistant Director, are and the extent to which their delegations shall be exercised. Assistant Directors can authorise member attendance at events within the UK.

13. A list of the Executive Functions delegated to Officers is set out at Appendix 2. In exercising delegation, Officers will follow the principles and conditions set out at Appendix 4.
14. Notwithstanding the Scheme of Delegations for the discharge of Executive Functions, the law requires the Council to appoint certain statutory officers that are responsible for the governance of the Council and have specific statutory powers. These are shown below.

Head of Paid Service

15. The Chief Executive is the Head of Paid Service for the purpose of Section 4 of the Local Government and Housing Act 1989.

Section 151 Officer

16. The Assistant Director of Finance is the officer with responsibility for the administration of the Council's financial affairs for the purposes of Section 6 Local Government and Housing Act 1989 and Section 151 Local Government Act 1972.

Monitoring Officer

17. The Assistant Director of Legal & Democratic Services is the Monitoring Officer for the purposes of Section 5 of the Local Government and Housing Act 1989 and will advise, and report as appropriate, on issues of legality, decision making procedure, maladministration, standards of conduct and probity and compliance with the budget and policy framework, and generally to exercise the functions of the Council's Monitoring Officer under Section 5 of the Local Government and Housing Act 1989, the Local Government Act 2000 and accompanying regulations.

Director of Public Health

18. The Director of Public Health is the Officer with responsibility for the Council's Public Health functions for the purposes of Section 30 of the Health and Social Care Act 2012 and discharging the responsibilities for Public Health within Doncaster in accordance with the requirements of the Health and Social Care Act 2012 and the NHS Act 2006.

Director of Children's Services

19. S18 of the Children Act 2004 requires that an Authority appoint a Director of Children's services. The purposes for which the Director of Children's Services is appointed are local authority education functions, social services functions for children; functions in relation to young person's leaving care; functions conferred on the authority under sections 10–12 and 17 of the 2004 Act; any functions delegated to the authority by an NHS body under section 31 of the Health Act 1999, so far as relating to children; and any other function prescribed by the Secretary of State by regulations. The authority may include in the remit of the Director of Children's Services such additional functions as they consider appropriate.

Director of Adults Services

20. The Children Act 2004 amended Section 6 of the Local Authority Social Services Act 1970. This requires a local authority with social services responsibility in England to appoint an officer as the Director of Adult Social Services. The Director of Adult Social Services is made accountable for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (as amended), other than those for which the Director of Children's services is responsible, in respect of adults.

APPENDIX 1

ROS JONES, MAYOR (Lead for Budget and Policy)

Director of Corporate Resources	Doncaster Growing Together Programme delivery
Relevant Service Director	Policy Framework
Chief Financial Officer and Assistant Director – Finance	Strategic Finance/Budget Strategy
Assistant Director of Policy, Insight and Change	Corporate Policy and Performance
	Policy & Strategy Lead & Formulation
	Borough Strategy/Corporate Plan
	Regional and Sub-Regional Engagement and Strategy

**COUNCILLOR GLYN JONES DEPUTY MAYOR
(Cabinet Member for Housing and Business)**

Assistant Director of Strategic Housing	Strategic Housing:- <ul style="list-style-type: none"> • Affordable Housing • New Homes • Housing Regeneration and empty homes • St Leger Homes Client Role • Strategic input on Homelessness policy • Sheffield City Region partnership working • Private sector housing stock condition and housing retrofit
	Homelessness (Operational function delivered by St Leger Homes of Doncaster)
Assistant Director of Policy, Insight and Change	Housing Strategy Development
	Housing Market Research and Analysis
	Economic Strategy
Assistant Director of Development	Business Doncaster:- <ul style="list-style-type: none"> • Support for businesses and enterprise • Attracting Inward Investment • Tourism • Destination Management • Town Centre Strategy and commercial events
Assistant Director of Human Resources and Communications	Management of industrial and employee relations (IR&ER), including recognised Trade Unions*
	IR & ER negotiation and consultation frameworks* *Shared jointly with Cabinet Member for Highways, Infrastructure and Enforcement

COUNCILLOR ANDREA ROBINSON
(Cabinet Member for Adult Social Care)

<p>Director of Adults, Health and Well-being (Statutory Director of Adult Social Services (DASS))</p>	<p>Strategic owner and lead for:</p> <ul style="list-style-type: none"> • Care Act responsibilities (promoting wellbeing; preventing, reducing or delaying needs; ensuring information and advice about care and support; market shaping; managing provider failure). • Adult Safeguarding (including Adult Safeguarding Partnership Board) • Carers Strategy • Practice standards, quality assurance and practice development
<p>Assistant Director of Adult Social Care</p>	<p>Specialist social work assessment and direct provision</p> <ul style="list-style-type: none"> • Community Adult Learning Disability team • Transitions (preparation for adulthood) • Adult Mental Health Team • Approved Mental Health Practitioners (AMHPs) • Deprivation of Liberty Safeguards Team (DOLS) • Amersall Court – Residential Care • Hamilton Court – Supported Living • Wickett Hern – residential short breaks • Eden Lodge - residential short breaks • Complex Lives <p>Therapy, reablement and hospital discharge</p> <ul style="list-style-type: none"> • Occupational Therapy services (Adults and Children) • Home adaptations and community equipment • Integrated Discharge Team • STEPs Community Reablement Service • Positive Step Intermediate Care Assessment Unit • Home Emergency Alarm Team <p>Safeguarding, workforce strategy and quality assurance</p> <ul style="list-style-type: none"> • Safeguarding Personal Assets Team (SAPAT) • Safeguarding Adults Hub • Workforce team • Commissioning arrangements for homecare, care homes, supported living, day support, community equipment, Direct Payments <p>Strategic partnership responsibilities</p> <ul style="list-style-type: none"> • Transforming Care Partnership • Application of Mental Health Act and Deprivation Of Liberty Safeguards • Court of Protection and Deputyship • System resilience (including delayed transfers of care from hospital and High Impact Change Model)
<p>Assistant Director of Communities</p>	<p>Early intervention, prevention and reducing isolation</p> <ul style="list-style-type: none"> • Day support (SMILE) • Wellbeing Team • Area Community Teams <p>Social work assessment</p> <ul style="list-style-type: none"> • Locality social work teams • ISAT rapid response and contact team <p>Assessment and support around sensory needs</p> <ul style="list-style-type: none"> • Sensory Team
<p>Director of Public Health</p>	<p>Commissioning strategies across adult service user groups Joint Commissioning and Provider Alliance Agreements</p>

COUNCILLOR NIGEL BALL
(Cabinet Member for Public Health, Leisure, Culture and Planning)

Director of Public Health	Surveillance and assessment of the population's health and wellbeing (including managing, analysing and interpreting information, knowledge and statistics)
	Child Death Overview Panel
	Health and Well Being Board
	Director of Public Health Annual Report
	Local Authority's Public Health response as a responsible Authority under the Licensing Act
	Local Authority's role in cooperating with police, probation service and prison service to assess risks posed by violent or sexual offenders
	Emergency Preparedness, Resilience and Response for emergencies that pose a risk to public health and duties related to the Authority's role in the Local Health Resilience Forum
	Get Doncaster Moving – Physical Activity and Sport
	Leisure Services
Deputy Director of Public Health	Health in All Policies
	Public Mental Health
Head of Service - Public Health Strategic Commissioner	Identify, address and monitor local health protection incidents, outbreaks and emergencies.
	Co-ordinate health care public health advice to Doncaster Clinical Commissioning Group (CCG). <ul style="list-style-type: none"> • Strategic planning: assessing needs; reviewing service provision; deciding priorities. • Procuring services: planning capacity and managing demand; designing shape and structure of supply. • Liaison with NHS England, clinical networks and clinical senates.
	Tobacco Control Alliance
	Professional development including Making Every Contact Count
	Supporting reviewing and challenging delivery of key public health funded and NHS delivered services such as Immunisation and screening programmes.
Head of Service - Public Health Delivery	Approaches to reduce health inequalities
	Public Health delivery: <ul style="list-style-type: none"> • Children, young people and families • Working Age and healthy lives • Vulnerable people and improving lives • Wider Determinants of public health
	Behavioural, lifestyle and social marketing campaigns to prevent cancer and long term conditions and improve health.
	Health Impact Assessment.
	Knowledge into practice and policy
	Research active Council
Head of Service – Adults Strategic Commissioning	Joint Commissioning and Provider Alliance Agreements

Assistant Director of Human Resources and Communications	Corporate Health, Safety and Welfare Strategy and development
Assistant Director – Education, Skills, Culture and Heritage	Arts and Culture
	Doncaster Culture and Heritage Strategy
	Museums and Library Services
	Archives
	Local History
Assistant Director of Development	Development Management:- <ul style="list-style-type: none"> • Planning Applications • Waste & Minerals Planning Applications • Planning Enforcement (Client) *See also AD Environment • Building Regulations • Safety at Sports Grounds
	Planning Policy:- <ul style="list-style-type: none"> • Local Plan • Supplementary Planning Documents • Regional Engagement & Policy • Landscaping, Trees and Hedgerows • Design, Master Planning & Conservation

COUNCILLOR PHIL COLE
(Cabinet Member for Finance and Trading Services)

Chief Financial Officer and Assistant Director – Finance	Financial Management
	Internal Audit Services
	Financial Systems and Professional Business Support
	Insurance and Treasury Management
	Capital Programmes Budgeting and Monitoring
	Completion of Financial Government Returns/Reports & National Consultation Responses
	Trading Services, comprising:- <ul style="list-style-type: none"> • Schools Catering • Civic Catering • Doncaster Markets Client Function • Bereavement Services (Cemeteries & Crematoria) • Metro Clean • Pest Control • Dog Wardens • InPress
Assistant Director of Legal & Democratic Services	Strategic Procurement and Contracts Management
Assistant Director of Policy, Insight and Change	Parish Councils Joint Consultative Committee Attendee

COUNCILLOR JOE BLACKHAM
(Cabinet Member for Highways, Infrastructure and Enforcement)

Assistant Director of Environment	Street Scene including:- <ul style="list-style-type: none"> • Street Cleansing • Grounds Maintenance • Trees and Woodlands • Parks Management
	Regulation and Enforcement including:- <ul style="list-style-type: none"> • Planning Enforcement (Operator) *See also AD Development • Environmental Enforcement • Trading Standards • Licensing & Business Safety • Environmental Health • Food and Animal Health • Resilience and Emergency Planning • Anti-Social Behaviour Enforcement • Parking Enforcement and Car Parks Management • Gypsy and Traveller Liaison • Private Sector Housing Enforcement
	Highways, including:- <ul style="list-style-type: none"> • Bridges Infrastructure • Roads • Safer Roads • Public Rights of Way • Street Lighting • Drainage • Traffic Management • Flood Management
Assistant Director of Development	Property Services:- <ul style="list-style-type: none"> • Strategic Asset Management including:- <ul style="list-style-type: none"> ○ Sale and Acquisition of Assets ○ Asset Management Plans and Systems ○ Property Advisory Service ○ Management of Commercial Property Portfolio ○ Council Accommodation Planning • Professional Building Maintenance • Facilities Management • Design • Stores • Statutory Planned Maintenance
	Major Transport Scheme Initiation
	Major Transport Scheme Feasibility, Design, Procurement and Delivery
	Transportation including:- <ul style="list-style-type: none"> • Strategic Transport Policy • Regional Transport Activity • Local Transport Plan • Bridges Infrastructure • Roads
	Major physical regeneration projects

Assistant Director of Strategic Housing	Countryside Unit
Chief Financial Officer and Assistant Director - Finance	Fleet Transport
Assistant Director of Human Resources and Communications	Management of industrial and employee relations (IR&ER), including recognised Trade Unions*
	IR & ER negotiation and consultation frameworks*
*Shared jointly with Cabinet Member for Housing and Business	

COUNCILLOR LANI-MAE BALL
(Cabinet Member for Education, Skills and Young People)

<p>Director of Children's Services (DCS)</p>	<p>Leadership:-</p> <ul style="list-style-type: none"> • Promote the importance of improving outcomes for all children and young people, and narrowing the gap for those in disadvantaged groups, across local authority services and activities. • To encourage all services to contribute to improving outcomes for all children and narrowing gaps within the Children's Trust and other partnerships, e.g. local strategic partnership. • Work with local headteachers collectively to drive up standards in schools and ensure that they work together and with others to improve children and young people's wellbeing. <p>Championing children, young people and their families within the local area, in particular:-</p> <ul style="list-style-type: none"> • Driving joint working with and between bodies which commission, provide, or have an interest in services affecting local children, young people and their families. • Maintain strategic oversight of the production of the children and young people's plan. • Ensuring that services are available for all children within the local authority area, including early years and school settings. <p>Youth Offending Service and EPIC (Function delivered by the Doncaster Children's Services Trust)</p>
<p>Assistant Director – Education, Skills, Culture and Heritage</p>	<p>Children and Young People with Disabilities Short Breaks</p> <p>Virtual School for Children Looked After and Children in Need (CIN)</p> <p>Language Support English as an Additional Language and Gypsy, Roma and Traveller Services</p> <p>LOCYP Safeguarding Standards and Quality Assurance</p> <p>School Governor Support</p> <p>All age sufficiency and place planning - School admissions and childcare sufficiency</p> <p>School Forum</p> <p>Doncaster Music Hub and Service</p> <p>Education, Standards and Effectiveness</p> <p>Education and Skills</p> <p>Education Psychology</p> <p>Standing Advisory Council for on Religious Education (SACRE)</p> <p>Statutory Education Provision, Post 16, secondary, primary, junior, infants, special schools and alternative provision and adult family learning.</p> <p>Buy Doncaster - Traded Services for Schools</p> <p>Business Transformation, Business support and development</p> <p>School Crossing Patrol</p> <p>Home to School Transport</p>

Assistant Director Partnerships, Early Intervention and Localities	Youth Provision through the Youth Alliance
	Children and Young People provision – Doncaster Offer (formerly Youth Strategy)
	Early Help Partnership lead, including Family Hubs, Early Intervention Services
	Strategic Partnership lead for Inclusion
	Partnership Development & Engagement
	Local Office of the Children’s Commissioner
	Children and Young People Plan
	All Information, Advice and Guidance (IAG), including Local offer, Family Information Service
	Youth Council, Youth Advisory Board and Young Advisors
	Children’s and Parents’ Voice, including Doncaster Parent Partnership
	SAIDSEND (Support, Advice, Information Doncaster Special Educational Needs and Disabilities)
	ASCETS (Autism, and Social Interaction and Communication Education and Training Service)
	Quality Assurance Early Years Private, Voluntary or Independent (PVI) settings
	Early Years and Portage
	SEND – Special Educational Needs and Disabilities Delivery 0-25 (Vulnerable Children)
	Hearing and Visual Impairment Services Behaviour Support Attendance
Locality Working Model	

COUNCILLOR RACHAEL BLAKE
(Cabinet Member for Children’s Social Care, Communities and Equalities)

<p>Director of Children’s Services (DCS)</p>	<p>Safeguarding and promoting the welfare of children and young people.</p> <p>Functions delivered by the Doncaster Children’s Services Trust:</p> <ol style="list-style-type: none"> (1) Advocacy and Engagement Service (2) Children’s Social Care Referral Service and Emergency Social Services Team (ESST) (3) Child Protection, Child In Need Assessment and Social Work Services Service (4) Children and Young People In Care Service including Fostering, Adoption, residential Services, Leaving Care (16+) and Field Teams (5) Multi Agency Safeguarding Hub (MASH) (6) Independent Reviewing Service (7) Family Support Service
<p>Assistant Director of Education, Skills, Culture & Heritage</p>	<p>DMBC Children Operational and Joint Commissioning, quality assurance and improvement, inspections and Doncaster Children’s Services Trust contract management</p>
<p>Assistant Director of Communities</p>	<p>All age safeguarding business unit</p> <p>Area and Neighbourhood management including:-</p> <ul style="list-style-type: none"> • Safer Stronger Doncaster Partnership • Local community safety and reassurance • Tackling anti-social behaviour issues • Supporting vulnerable victims • Tackling local issues with partners and communities • Local volunteering and building capacity in communities • Community engagement • Community Centres • Transforming Community Services • Locality Working Model <p>Community Safety including:-</p> <ul style="list-style-type: none"> • Substance Misuse • Domestic Abuse • Neighbourhood Response Team • Anti-Social Behaviour • CCTV, Home Alarm Service and security issues • Out of Hours Contact and Social Alarm Monitoring Service (ARC) • Prevent/Channel • Translation and Interpretation • Refugee Settlement Scheme/Controlling Migration
<p>Assistant Director of Human Resources and Communications</p>	<p>Equalities, Diversity and Inclusion</p>

COUNCILLOR JANE NIGHTINGALE
(Cabinet Member for Corporate Resources)

Assistant Director of Policy, Insight and Change	Performance Management Framework
	Intelligence, Research & Analysis/Needs Analysis
	External Inspection Coordination & Preparation
	Engagement and Consultation Lead – Expertise and Quality Assurance
	Service Review and Improvement
	Data Quality - Expertise and Quality Assurance
	Parish Council JCC support
	External Funding including: <ul style="list-style-type: none"> • Accountable body for a range of funding streams • Grant search support • Development and submission of strategic funding submissions
	Project and Programme Management – Expertise and Quality Assurance
Assistant Director of Legal & Democratic Services	Land Charges
	Legal Services
	Democratic Services
	Overview and Scrutiny
	Member Support – Members’ Services
	Civic Office
	Borough Election – Registration of Electors
	Coroners
	Registrars
	Freedom of Information
	Data Protection
	Data Sharing
	Information Management
	Records Management
Assistant Director of Customers, Digital and ICT	ICT Strategy
	ICT Support
	ICT Implementation
	ICT Architecture
	ICT Development
	Data, Voice and Mobile Services
	Customer Service Strategy
	Customer Contact Centre
	Complaints and Local Government Ombudsman
	Civic Office One-Stop-Shop
	Digital Strategy and Solutions
	Digital Training
Business Analysis	

Assistant Director of Customers, Digital and ICT (Cont'd/...)	Revenues and Benefits, comprising:- <ul style="list-style-type: none"> • Council Tax Billing and Collection • Business Rates Billing and Collection • Housing Benefits and Council Tax Support administration • Financial Assessments for Social Care charges and personal budgets • Financial Assessments for Child Care Services • Free School Meals • Local Assistance Scheme • Discretionary Housing Payments
Assistant Director of Human Resources and Communications	Employment Policy and Workforce Strategy Development
	Corporate Strategic Human Resources
	Transactional HR (Payroll, Training Booking, Recruitment Administration)
	Occupational Health and Employee Well-Being
	Organisational Change and Transformation
	Organisation and Culture Development
	Leadership and Management Development
	Employee engagement, behaviours and performance standards
	Corporate Recruitment & Agency Staffing
	Workforce Planning, Skills & Development, including Apprenticeships
	Communications and Engagement Strategy development
	Communications (internal and external media)
	Marketing, Campaigns, Branding, Press and PR
	Digital/Web and Intranet
Executive and Leadership Offices	

COUNCILLOR MARK HOULBROOK
(Cabinet Member for Sustainability and Waste)

Assistant Director of Environment	Waste Management and Recycling
	Environment and Sustainability functions
	Air Quality and Pollution Control
	Flood Management
Assistant Director of Strategic Housing	New Sustainability Unit implementing the Environment and Sustainability Strategy
	Built and Natural environment initiatives for carbon reduction and nature recovery
	Influencing behaviour change and consumption
	Green technology and economy projects
Assistant Director of Communities	Veterans
	Armed Forces Champion
Assistant Director of Policy, Insight and Change	Parish Councils Joint Consultative Committee Attendee

HEAD OF PAID SERVICE - CHIEF EXECUTIVE

The Chief Executive is the Head of Paid Service for the purposes of Section 4 Local Government and Housing Act 1989 with the following specific responsibilities:

1. The overall corporate management and operational responsibility (including overall management responsibility for all staff).
2. The overall provision of professional advice to all parties in the decision making process (the Executive, Overview and Scrutiny, the Council and other Committees).
3. Together with the Monitoring Officer, responsibility for a system of record keeping for all the Local Authority's decisions (Executive or otherwise).
4. Representing the Authority on partnership and external bodies (as required by the Mayor).
5. In consultation with the Mayor, to take such action as may be necessary to protect the interests of the Council and keep citizens safe in any emergency situations.
6. To ensure the Council has an appropriate and effective Health and Safety Policy.
7. To act as Returning Officer for elections and referenda.
8. To deal with any operational matters not otherwise delegated in any period between the last meeting of the Council until the new Council is set up following statutory elections.
9. To give direction in any circumstances that any officer does not exercise a delegated function for whatever reason including interim replacement.
10. To take action on any matter delegated to other Directors as the Chief Executive sees fit.
11. Duties and responsibilities that are relevant and appropriate under the Council's Financial Procedure Rules and to Contract Procedure Rules, including, without prejudice, the power to accept quotations and tenders for the supply or hire of goods, materials, plant or services.
12. Agree HR and OD employment policies and procedures, in particular recruitment, retention, change/reorganisation, redundancy, redeployment, capability, conduct and dismissal of staff under Section 112 of the Local Government Act 1972.
13. Approval of press releases and official statements to press enquiries on behalf of the Authority.
14. To approve the granting and supervision of exemptions from posts being designated as politically restricted, in consultation with the Monitoring Officer.

DIRECTOR OF ECONOMY AND ENVIRONMENT

Personally	Representing the Authority on partnership and external bodies (as required by the Mayor)
	Overall responsibility for all services and issues concerning the Economy and Environment Directorate
Assistant Director of Development	<p>Development Management:-</p> <ul style="list-style-type: none"> • Planning Applications • Waste & Minerals Planning Applications • Planning Enforcement (Client) *See also AD Environment • Building Regulations • Safety at Sports Grounds
	<p>Planning Policy:-</p> <ul style="list-style-type: none"> • Local Plan • Supplementary Planning Documents • Regional Engagement & Policy • Landscaping, Trees and Hedgerows • Design, Master Planning & Conservation
	Major Transport Scheme Initiation
	Major Transport Scheme Feasibility, Design, Procurement and Delivery
	<p>Transportation including:-</p> <ul style="list-style-type: none"> • Strategic Transport Policy • Regional Transport Activity • Local Transport Plan • Bridges Infrastructure • Roads
	Major physical regeneration projects
	<p>Business Doncaster:-</p> <ul style="list-style-type: none"> • Support for businesses and enterprise • Attracting Inward Investment • Tourism • Destination Management • Town Centre Strategy and commercial events
	<p>Property Services:-</p> <ul style="list-style-type: none"> • Strategic Asset Management including:- <ul style="list-style-type: none"> ○ Sale and Acquisition of Assets ○ Asset Management Plans and Systems ○ Property Advisory Service ○ Management of Commercial Property Portfolio ○ Council Accommodation Planning • Professional Building Maintenance • Facilities Management • Energy • Design • Stores • Statutory Planned Maintenance
Assistant Director of Environment	<p>Street Scene including:-</p> <ul style="list-style-type: none"> • Street Cleansing • Grounds Maintenance • Trees and Woodlands • Parks Management

Assistant Director of Environment (Cont'd/...)	Regulation and Enforcement including:- <ul style="list-style-type: none"> • Planning Enforcement (Operator) *See also AD Development • Environmental Enforcement • Trading Standards • Licensing & Business Safety • Environmental Health • Food and Animal Health • Resilience and Emergency Planning • Air Quality and Pollution Control • Anti-Social Behaviour Enforcement • Parking Enforcement and Car Parks Management • Gypsy and Traveller Liaison • Private Sector Housing Enforcement
	Waste Management and Recycling
	Highways, including:- <ul style="list-style-type: none"> • Bridges Infrastructure • Roads • Safer Roads • Public Rights of Way • Street Lighting • Drainage • Traffic Management • Flood Management
Assistant Director of Strategic Housing	Strategic Housing:- <ul style="list-style-type: none"> • Affordable Housing • New Homes • Housing Regeneration and empty homes • St Leger Homes Client Role • Strategic input on Homelessness policy • Sheffield City Region partnership working • Private sector housing stock condition and housing retrofit • New Sustainability Unit implementing the Environment and Sustainability Strategy • Built and Natural environment initiatives for carbon reduction and nature recovery • Influencing behaviour change and consumption • Green technology and economy projects • Countryside Unit Homelessness (Operational function delivered by St Leger Homes of Doncaster)

DIRECTOR OF CORPORATE RESOURCES

Personally	Overall responsibility for all issues and services concerning the Corporate Resources Directorate. Representing the Authority on partnership and external bodies (as required by the Mayor)
	Overall responsibility for the Doncaster Growing Together Programme delivery and reductions in line with the Policy and Budget Framework
Chief Financial Officer and Assistant Director – Finance	Financial Management
	Internal Audit Services
	Financial Systems and Professional Business Support
	Budget Strategy
	Capital Programmes Budgeting and Monitoring
	Insurance and Treasury Management
	Completion of Financial Government Returns/Reports & National Consultation Responses
	Trading Services, comprising:- <ul style="list-style-type: none"> • Schools Catering • Civic Catering • Doncaster Markets Client Function • Bereavement Services (Cemeteries & Crematoria) • Fleet Transport • Metro Clean • Pest Control • Dog Wardens • InPress
	Corporate Policy and Performance
	Strategic Partnership (Team Doncaster) Lead
	Borough Strategy/Corporate Plan
	Performance Management Framework
	Policy & Strategy Lead & Formulation
Intelligence, Research & Analysis/Needs Analysis	
External Inspection Coordination & Preparation	
Engagement and Consultation Lead – Expertise and Quality Assurance	
Service Review and Improvement	
Data Quality - Expertise and Quality Assurance	
Parish Council JCC support	
Housing Strategy Development	
Housing Market Research and Analysis	
External Funding including: <ul style="list-style-type: none"> • Accountable body for a range of funding streams • Grant search support • Development and submission of strategic funding submissions 	
Project and Programme Management – Expertise and Quality Assurance	
Regional and Sub-regional engagement and strategy	
Economic Strategy	

Assistant Director of Legal & Democratic Services	Land Charges
	Legal Services
	Democratic Services
	Overview and Scrutiny
	Member Support – Members’ Services
	Civic Office
	Borough Election – Registration of Electors
	Coroners
	Registrars
	Freedom of Information
	Data Protection
	Data Sharing
	Information Management
	Records Management
	Strategic Procurement and Contracts Management
Assistant Director of Customers, Digital and ICT	ICT Strategy
	ICT Support
	ICT Implementation
	ICT Architecture
	ICT Development
	Data, Voice and Mobile Services
	Customer Service Strategy
	Customer Contact Centre
	Complaints and Local Government Ombudsman
	Civic Office One-Stop-Shop
	Digital Strategy and Solutions
	Digital Training
	Business Analysis
	Revenues and Benefits, comprising:- <ul style="list-style-type: none"> • Council Tax Billing and Collection • Business Rates Billing and Collection • Housing Benefits and Council Tax Support administration • Financial Assessments for Social Care charges and personal budgets • Financial Assessments for Child Care Services • Free School Meals • Local Assistance Scheme • Discretionary Housing Payments
	Assistant Director of Human Resources and Communications
Corporate Strategic Human Resources	
Management of industrial and employee relations (IR&ER), including recognised Trade Unions	
IR & ER negotiation and consultation frameworks	
Transactional HR (Payroll, Training Booking, Recruitment Administration)	
Occupational Health and Employee Well-Being	
Organisational Change and Transformation	
Organisation and Culture Development	
Leadership and Management Development	
Employee engagement, behaviours and performance standards	

Assistant Director of Human Resources and Communications (Cont'd/...)	Corporate Recruitment & Agency Staffing
	Workforce Planning, Skills & Development, including Apprenticeships
	Equalities, Diversity and Inclusion
	Communications and Engagement Strategy development
	Communications (internal and external media)
	Marketing, Campaigns, Branding, Press and PR
	Digital/Web and Intranet
	Executive and Leadership Offices
	Corporate Health, Safety and Welfare Strategy and development

DIRECTOR OF LEARNING OPPORTUNITY, SKILLS AND CULTURE (DCS)

LEARNING AND OPPORTUNITIES: CHILDREN AND YOUNG PEOPLE DIRECTORATE

Personally	Overall responsibility for all services for and issues concerning children and young people, as the designated statutory Director of Children's Services (DCS), including exercising the duties and functions set out in the statutory guidance for Directors of Children's Services. This includes those services and functions delivered by the Doncaster Children's Services Trust (DCST). Director lead for all age education and skills Director lead for culture and heritage
	Functions delivered by the Doncaster Children's Services Trust: (1) Advocacy and Engagement Service (2) Children's Social Care Referral Service and Emergency Social Services Team (ESST) (3) Child Protection, Child In Need Assessment and Social Work Services Service (4) Children and Young People In Care Service including Fostering, Adoption, residential Services, Leaving Care (16+) and Field Teams (5) Multi Agency Safeguarding Hub (MASH) (6) Independent Reviewing Service (7) Family Support Service (8) Youth Offending Service and EPIC
	Representing the Authority on partnership and external bodies (as required by the Mayor or Chief Executive)
Assistant Director – Education, Skills, Culture and Heritage	Statutory lead for Education, pupil welfare and SEND Strategy
	Children and Young People with Disabilities Short Breaks
	DMBC Children Operational and Joint Commissioning, quality assurance and improvement, inspections and Doncaster Children's Services Trust contract management
	All age safeguarding business unit
	Virtual School for Children Looked After and Children in Need (CIN)
	Language Support English as an Additional Language and Gypsy, Roma and Traveller Services
	LOCYP Safeguarding Standards and Quality Assurance
	School Governor Support
	All age sufficiency and place planning - School admissions and childcare sufficiency
	School Forum
	Doncaster Music Hub and Service
	Education, Standards and Effectiveness
	Education and Skills
	Education Psychology
	Standing Advisory Council for on Religious Education (SACRE)
	Statutory Education Provision, Post 16, secondary, primary, junior, infants, special schools and alternative provision and adult family learning.
	Buy Doncaster - Traded Services for Schools
Business Transformation, Business support and development	

Assistant Director – Education, Skills, Culture and Heritage (Cont'd/...)	School Crossing Patrol
	Home to School Transport
	Arts and Culture
	Doncaster Culture and Heritage Strategy
	Heritage and Library Services
	Archives
	Local History
	Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)
Assistant Director Partnerships, Early Intervention and Localities	Youth Provision through the Youth Alliance
	Children and Young People provision – Doncaster Offer (formerly Youth Strategy)
	Early Help Partnership lead, including Family Hubs, Early Intervention Services
	Strategic Partnership lead for Inclusion
	Partnership Development & Engagement
	Local Office of the Children’s Commissioner
	Children and Young People Plan
	All Information, Advice and Guidance (IAG), including Local offer, Family Information Service
	Youth Council, Youth Advisory Board and Young Advisors
	Children’s and Parents’ Voice, including Doncaster Parent Partnership
	SAIDSEND (Support, Advice, Information Doncaster Special Educational Needs and Disabilities)
	ASCETS (Autism, and Social Interaction and Communication Education and Training Service)
	Quality Assurance Early Years Private, Voluntary or Independent (PVI) settings
	Early Years and Portage
	SEND – Special Educational Needs and Disabilities Delivery 0-25 (Vulnerable Children)
	Hearing and Visual Impairment Services
	Behaviour Support
	Attendance
Locality Working Model	
Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director) including mental health, domestic abuse and child exploitation	

DIRECTOR OF ADULTS, HEALTH AND WELL-BEING (DASS)

ADULTS, HEALTH AND WELL-BEING DIRECTORATE

Personally	<p>Overall responsibility for all services for and issues concerning adults and communities and for professional advice to the Cabinet and Executive as the designated statutory Director of Adult Social Services (DASS).</p> <p>Promoting wellbeing; preventing, reducing or delaying needs; ensuring information and advice about care and support; market shaping; managing provider failure</p> <p>Adult Safeguarding (including Adult Safeguarding Partnership Board)</p> <p>Carers strategy</p> <p>Practice standards, quality assurance and practice development</p> <p>Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)</p>
Assistant Director of Adult Social Care	<p>Specialist social work assessment and direct provision</p> <ul style="list-style-type: none"> • Community Adult Learning Disability team • Transitions (preparation for adulthood) • Adult Mental Health Team • Approved Mental Health Practitioners (AMHPs) • Deprivation of Liberty Safeguards Team (DOLS) • Amersall Court – Residential Care • Hamilton Court – Supported Living • Wickett Hern – residential short breaks • Eden Lodge - residential short breaks • Complex Lives <p>Therapy, reablement and hospital discharge</p> <ul style="list-style-type: none"> • Occupational Therapy services (Adults and Children) • Home adaptations and community equipment • Integrated Discharge Team • STEPs Community Reablement Service • Positive Step Intermediate Care Assessment Unit • Home Emergency Alarm Team <p>Safeguarding, workforce strategy and quality assurance</p> <ul style="list-style-type: none"> • Safeguarding Personal Assets Team (SAPAT) • Safeguarding Adults Hub • Workforce team • Commissioning arrangements for homecare, care homes, supported living, day support, community equipment, Direct Payments <p>Strategic partnership responsibilities</p> <ul style="list-style-type: none"> • Transforming Care Partnership • Application of Mental Health Act and Deprivation Of Liberty Safeguards • Caldicott Guardian and member of SIRO Board • Court of Protection and Deputyship • System resilience (including delayed transfers of care from hospital and High Impact Change Model) <p>Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)</p>

Assistant Director of Communities	<p>Area and Neighbourhood management including:-</p> <ul style="list-style-type: none"> • Safer Stronger Doncaster Partnership • Local community safety and reassurance • Tackling anti-social behaviour issues • Supporting vulnerable victims • Tackling local issues with partners and communities • Local volunteering and building capacity in communities • Community engagement • Community Centres • Transforming Community Services • Locality Working Model • Veterans <p>Community Safety including:-</p> <ul style="list-style-type: none"> • Substance Misuse • Domestic Abuse • Neighbourhood Response Team • Anti-Social Behaviour • CCTV, Home Alarm Service and security issues • Out of Hours Contact and Social Alarm Monitoring Service (ARC) • Prevent/Channel • Translation and Interpretation • Refugee Settlement Scheme/Controlling Migration <p>Early intervention, prevention and reducing isolation</p> <ul style="list-style-type: none"> • Day support (SMILE) • Wellbeing Team • Area Community Teams <p>Social work assessment</p> <ul style="list-style-type: none"> • Locality social work teams • ISAT rapid response and contact team <p>Assessment and support around sensory needs</p> <ul style="list-style-type: none"> • Sensory Team <p>Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)</p>
---	--

DIRECTOR OF PUBLIC HEALTH

Personally	Overall responsibility for all services and issues concerning Public Health, and for professional advice to the Cabinet, Executive and Council as the designated statutory Director of Public Health (including exercising the duties and functions set out in the statutory guidance for Director of Public Health)
	Representing the Authority on partnership and external bodies (as required by the Mayor)
	Surveillance and assessment of the population's health and wellbeing (including managing, analysing and interpreting information, knowledge and statistics)
	Child Death Overview Panel
	Health and Well Being Board
	Director of Public Health Annual Report
	Local Authority's Public Health response as a responsible Authority under the Licensing Act
	Local Authority's role in cooperating with police, probation service and prison service to assess risks posed by violent or sexual offenders
	Emergency Preparedness, Resilience and Response for emergencies that pose a risk to public health and duties related to the Authority's role in the Local Health Resilience Forum
	Get Doncaster Moving – Physical Activity and Sport
	Leisure Services
Deputy Director of Public Health	Health in All Policies
	Public Mental Health
Head of Service - Public Health Strategic Commissioner	Identify, address and monitor local health protection incidents, outbreaks and emergencies.
	Co-ordinate health care public health advice to Doncaster Clinical Commissioning Group (CCG). <ul style="list-style-type: none"> • Strategic planning: assessing needs; reviewing service provision; deciding priorities. • Procuring services: planning capacity and managing demand; designing shape and structure of supply. • Liaison with NHS England, clinical networks and clinical senates.
	Tobacco Control Alliance
	Professional development including Making Every Contact Count
	Supporting reviewing and challenging delivery of key public health funded and NHS delivered services such as Immunisation and screening programmes.
Head of Service - Public Health Delivery	Approaches to reduce health inequalities
	Public Health delivery: <ul style="list-style-type: none"> • Children, young people and families • Working Age and healthy lives • Vulnerable people and improving lives • Wider Determinants of public health
	Behavioural, lifestyle and social marketing campaigns to prevent cancer and long term conditions and improve health.
	Health Impact Assessment.
	Knowledge into practice and policy

Head of Service - Public Health Delivery (Cont'd/...)	Research active Council
Head of Service – Adults Strategic Commissioning	Joint Commissioning and Provider Alliance Agreements

EXERCISE OF DELEGATION BY THE MAYOR AND CABINET MEMBERS

Where decisions are taken or powers are exercised by the Mayor or Cabinet Members acting under individual delegations from the Mayor, the following principles and conditions shall apply:-

1. Powers and duties shall be exercised in accordance with the Law, the Council's Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and any policies relevant to the functions delegated. Members must also be mindful of the requirements under the Member Code of Conduct and where appropriate make it known if there is an interest to declare. Where a Member has an interest, that Member should take no part in the decision.
2. Decisions taken in the name of the Mayor or individual Cabinet Members shall be taken personally by the individual with delegated powers.
3. Decisions must be taken on the basis of a written report setting out all the information and advice relevant to the decision, evaluating any alternative courses of action and recording the outcome of any consultation undertaken.
4. Rule 21(4) of the Access to Information Procedure Rules requires the Mayor or Cabinet Member taking a decision to prepare, or instruct the Chief Executive to prepare, a record of the decision including a statement of the reasons for it and any alternative options considered and rejected.
5. The Financial Procedure Rules set out the requirements of the Council in ensuring principles of accounting good practice and financial probity are adhered to. Compliance with these rules is required in order to protect the interests of the decision maker and of the Council.
6. Any delegated powers can also be exercised at any time by the Mayor, or unless the Mayor directs otherwise, by the Cabinet collectively.
7. In exercising delegated powers consistency with the Council's Budget and Policy Framework will be of paramount importance.
8. Due regard must be had to the principles of decision making set out at Article 8.02 (a) to (k) of the Constitution.

EXERCISE OF DELEGATION BY OFFICERS

In deciding whether or not to exercise delegated powers, Officers shall consult with the Mayor/Deputy Mayor or relevant Cabinet Member. Whilst the Scheme of Delegation sets out at paragraph 5 the types of decisions Cabinet Members should take, it is expected that each Director will meet with their respective Portfolio Holders to agree arrangements for consulting with them on certain types of decisions to be taken by officers within their Directorate. Where decisions are taken or powers are exercised by Officers under delegations from the Mayor, the following principles and conditions shall apply:-

1. Powers shall be exercised in accordance with the Law, the Council's Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and any policies relevant to the functions delegated.
2. Decisions shall be taken in the name of, but not necessarily personally by, the Officer with the delegated power. Any Officer with delegated powers may authorise another Officer to act in their name. Such decisions remain the responsibility of the Officer with the delegation.
3. Key decision making must be taken on the basis of a written report setting out all the information and advice relevant to the decision, evaluating any alternative courses of action and recording the outcome of any consultation undertaken.
4. It is the responsibility of Officers who take delegated Non-Key Decisions to keep an appropriate record of the date the decision was taken, the principal considerations involved in reaching the decision and the reasons for the decision.
5. In exercising delegated authority regard must be had to:-
 - (i) the policy directions given by the Mayor;
 - (ii) the comments and views of relevant Cabinet Member(s);
 - (iii) the principles set out in Article 8.02 (a) to (k) of the Constitution; and
 - (iv) the requirement to demonstrate the need to provide continuous improvement of the delivery of services.
6. In exceptional circumstances (in particular where set out in the Council's urgency procedures) Officers will together with the relevant Cabinet Member consult the Overview & Scrutiny Management Committee Chair or relevant Scrutiny Panel Chair. Officers shall always be entitled to refer matters for decision to the appropriate Member body where they consider they should do so.
7. In exercising these delegated powers the officers concerned shall have broad discretion, subject to these rules, to use the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary whether within or outside the Council.

8. Officers shall act so as to achieve for their service the policies and objectives of their Service and always having regard to the overall and corporate interests of the Council.
9. In the absence of a Director, decisions delegated to that Director may be taken by their authorised deputy.
10. Any power delegated to officers may, unless the Mayor directs otherwise, also be exercised by the Mayor or the Cabinet collectively, and where the Mayor directs, by individual Cabinet Members.
11. Decisions about the overall structure of the Directorate and the make-up of services within the Directorate are reserved to the relevant Director, in consultation with the Portfolio Holder and in accordance with Council procedures and guidance.

Statutory and Guidance References

Local Government Act 2000, Ss 10, 15

Local Authorities (Functions and Responsibilities) (England) Regulations 2000

DETR New Council Constitutions Guidance Chapter 4

FUNCTIONS RESERVED TO THE CABINET COLLECTIVELY (FINANCIAL PROCEDURE RULE REFERENCE SHOWN IN BRACKETS)	
(i)	Proposing the Budget and Policy Framework and Capital Programme to the Full Council and discharging Executive functions in accordance with the Budget and Policy Framework agreed by Full Council (A.4).
(ii)	Approving the Strategic Risk Management Policy Statement and Strategy and promoting a culture of risk management awareness throughout the Council (A.5 and C.2).
(iii)	Approval of the Council's Anti-Fraud and Corruption Policy (A.8).
(iv)	Agreeing the annual Revenue Budget (including medium-term financial forecast) proposed by the Elected Mayor prior to its submission to the Full Council for approval (B.1).
(v)	Agreeing the multi-year capital programme proposed by the Elected Mayor, prior to its submission to the Full Council for approval (B.3).
(vi)	Receiving regular reports on the latest forecast budget position and any significant deviations from expectations for prudential indicators (B.7, B.10).
(vii)	Approving proposals for virement between Directorates of over £250,000. [Note: Key decision approval is required, i.e. by Elected Mayor and/or Cabinet and/or Portfolio Holder] (B.14).
(viii)	Receiving reports from the Chief Financial Officer on proper insurance cover, as appropriate (C.3).
(ix)	Approving revised rent, licence fees, easement or wayleave payments or compensation claims in excess of £250,000 per annum (C.19).
(x)	Approval of land and property disposals where the estimated disposal value of individual property assets is equal to or greater than £1,000,000 (C.20).
(xi)	Approval to proceed with disposals at less than the Best Consideration where the estimated disposal value would otherwise have been at or above £250,000 (C.20).
(xii)	Receiving regular reports on the Treasury Management activities, including as a minimum, an Annual Strategy Report in advance of the forthcoming financial year and an Annual Report detailing the performance of actual activity six months after the financial year (C.30).

(xiii)	Noting details of any debts written-off over £50,000, which will be included in financial management reports to Cabinet (D.9).
(xiv)	Approving delegation of Financial Management arrangements relating to, and specifically, agreeing partnerships (E.3). The Council representative on any partnership, trust or other organisation must refer all financial decisions to Cabinet, including considering any recommendations that would create a commitment or liability for the Council (E.4).

**FUNCTIONS RESERVED TO CABINET MEMBERS
(FINANCIAL PROCEDURE RULE REFERENCE SHOWN IN BRACKETS)**

A. Elected Mayor

- (i) The Elected Mayor determines the Scheme of Delegations which will govern the framework for financial decision-making and budgetary responsibility (A.6).
- (ii) Approving proposals for virement between Directorates of over £250,000. [Note: Key decision approval is required, i.e. by Elected Mayor and/or Cabinet and/or Portfolio Holder] (B.14).
- (iii) The Chief Financial Officer will consult with the Elected Mayor before authorising the writing-off of debts of £250,000 or over (D.9).

B. Relevant Portfolio Holder

- (i) Approving proposals for virement between Directorates of over £250,000. [Note: Key decision approval is required, i.e. by Elected Mayor and/or Cabinet and/or Portfolio Holder] (B.14).
- (ii) Any exceptions to the annual percentage change for all discretionary fees and charges for the forthcoming financial year, as proposed by Cabinet, will be agreed by the relevant Portfolio Holder prior to the annual Council budget meeting (B.15).
- (iii) Any new fees and charges proposed within the financial year or any changes to existing fees and charges will be approved by the Chief Financial Officer in consultation with the relevant Portfolio Holder, subject to key decision rules and reported to Cabinet in the quarterly monitoring report (B.16).

Statutory and Guidance References
Local Government Act 2000, Ss 10, 15
Local Authorities (Functions and Responsibilities) (England) Regulations 2000

This page is intentionally left blank



Doncaster Council

Report

20th May, 2022

To the Chair and Members of the COUNCIL

COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2022/23

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 to 10 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. Audit Committee

The changes made are minor in nature and seek to clarify or make more specific the existing terms of reference, rather than representing any changes to the actual responsibilities of the committee.

9. Doncaster Covid-19 Oversight Board

The Doncaster Covid-19 Oversight Board was established in line with government COVID-19 guidance in 2020 to provide additional assurance of the local pandemic response. The Oversight Board held its last meeting on March 22nd 2022 as the UK moved into the next phase of the pandemic 'Living with COVID'. Ongoing assurance of the local pandemic response will revert to the Health and Wellbeing Board.

10. Health and Well Being Board

Minor amendments have been made to the Terms of Reference which are largely typographical in nature. However subject to the passage of the health and care bill (in July) Doncaster CCG will be replaced by the South Yorkshire Integrated Care Board (SY ICB). At that point the Chair of Doncaster Clinical Commissioning Group, will be replaced by the Doncaster Place Director of the SY ICB.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

11. 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

12.

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

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS

14. 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 10/05/22]

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

HUMAN RESOURCES IMPLICATIONS [SH 03/05/22]

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

TECHNOLOGY IMPLICATIONS [PW 05/05/22]

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

HEALTH IMPLICATIONS [RS 29/04/22]

18. 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 21/04/22]

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

CONSULTATION

20. 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

21. None

REPORT AUTHOR & CONTRIBUTORS

Sarah Maxfield
Governance Officer
Email: sarah.maxfield@doncaster.gov.uk

Amber Torrington
Governance Officer
Email: amber.torrington@doncaster.gov.uk

Rupert Suckling
Director of Public Health
Email: Rupert.suckling@doncaster.gov.uk

Peter Jackson
Head of Internal Audit
Email: peter.jackson@doncaster.gov.uk

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

PLANNING COMMITTEE

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

1. Exercise of the Full Council's functions under Part 3 of this Constitution including:
 - i. Functions relating to Town and Country Planning and Development Control;
 - ii. Miscellaneous functions relating to the creation, diversion, extinguishment stopping up of footpaths and bridleways and the diversion or extinguishment of a rail crossing.
 - iii. Functions relating to complaints about high hedges.
2. Advise and recommend to the Executive on the preparation, content and implementation of the Local Development Framework and supporting planning policy.

EMPLOYEE RELATIONS DISPUTES RESOLUTION COMMITTEE

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

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

CHIEF OFFICERS' APPOINTMENTS COMMITTEE

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

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

CHIEF OFFICERS INVESTIGATORY SUB-COMMITTEE

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

DELEGATED MATTERS:-

In relation to the Chief Executive (Head of Paid Service), Monitoring Officer and Chief Financial Officer (Section 151 Officer).

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

CHIEF OFFICERS' APPEALS COMMITTEE

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

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

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) 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. 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. 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 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.
- (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.

AUDIT COMMITTEE

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

Statement of Purpose

1. Our Audit Committee is a key component of Doncaster Council's Corporate Governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of our Audit Committee is to provide independent assurance to the Members on the adequacy of the risk management framework and the internal control environment. It provides an independent review of Doncaster Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

FOR RECOMMENDATION TO COUNCIL:-

- (a) The adoption or revision of the Members' Code of Conduct.

DELEGATED MATTERS:- (the Committee may recommend any matter to Full Council when it considers it expedient to do so, after taking advice from the Head of Paid Service)

1. Audit Activity

INTERNAL AUDIT

- I. To approve the Internal Audit Charter.
- II. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- III. To approve significant interim changes to the risk-based internal audit plan and resource requirements.
- IV. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.

- V. To consider any impairments to independence or objectivity arising from additional roles and responsibilities outside of internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.
- VI. To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services where used.
These will include:
 - a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.
 - b) Regular reports on the results of the Quality Assurance Improvement Programme (QAIP).
 - c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards (PSIAS) and Local Government Advisory Note (LGAN), considering whether the non-compliance is significant enough that it must be included in the Annual Governance Statement (AGS).
- VII. To consider the Head of Internal Audit's annual report:
 - a) The statement on the level of conformance with the PSIAS and LGAN and the results of the QAIP that support the statement – these will indicate the reliability of the conclusions of internal audit.
 - b) The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the Committee in reviewing the AGS.
- VIII To consider summaries of specific internal audit reports as requested.
- IX. To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or where there are concerns about progress with the implementation of agreed actions.
- X. To contribute to the QAIP and in particular, the external quality assessment of internal audit that takes place at least once every five years.

- XI. To provide free and unfettered access to the Audit Committee Chair for the Head of Internal Audit, including the opportunity for a private meeting with the Committee.

EXTERNAL AUDIT

- XII. To support the independence of external audit through consideration of the External Auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments (PSAA) or the authority's auditor panel as appropriate.
- XIII. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- XIV. To consider the external auditor's annual ~~letter~~ **report, other** relevant reports and the report to those charged with governance.
- XV. To consider specific reports as agreed with the external auditor.
- XVI. To comment on the scope and depth of external audit work and to ensure it gives value for money.
- XVII. To liaise with the Officers of the Council regarding Public Sector **Audit** Appointments ~~Ltd~~ and the appointment of the Council's external auditor.
- XVIII. To commission work from internal and external audit.
- XIX. To receive training on matters related to the Audit Committee's responsibilities.

2. Regulatory Framework

- I. To review and where appropriate make recommendations to Council on proposed revisions to the Council's Constitution and other policies and procedures in relation to Corporate Governance issues.
- II. To review any issue referred to it by the Chief Executive or a Director or any council body as the Chair considers appropriate within the general Terms of Reference of the Audit Committee.
- III. To monitor the effective development and operation of risk management in the Council.
- IV. To monitor progress in addressing risk-related issues reported to the Committee.
- V. To monitor counter-fraud strategy, actions and resources.

- VI. To review the assessment of fraud risks and potential harm to the Council from fraud, bribery and corruption.
- VII. To review the Annual Governance Statement (AGS) prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
- VIII. To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
- IX. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- X. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
- XI. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- XII. *To consider reports on breaches and waivers to the Council's Contract Procedure Rules on a twice yearly basis***
- XIII. To review the governance and assurance arrangements for significant partnerships or collaborations.
- XIV. To report and make recommendations to the Executive or Council on major issues within the remit of the Committee.
- XV. To have rights of access to other Committees of the Council and to strategic functions as it deems necessary.
- XVI. To maintain oversight of any major issues arising from Police or other enquiries into the conduct of the Council in order to minimise disruption to other branches of the Authority.
- XVII. To receive periodic reports from appropriate Directors on probity and corporate governance issues not specifically referred to elsewhere within the Committee's Terms of Reference.
- XVIII. To review the Council's policy under the Regulation of Investigatory Powers Act 2000 annually and to monitor compliance with the policy on a twice yearly basis.

3. Accounts

- I. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
- II. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

4. Ethical Governance

- I. To promote and maintain high standards of conduct by Members and Officers.
- II. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation.
- III. To monitor and review the Council's Whistleblower's policy.
- IV. ***To monitor and review the Council's Anti-Fraud, Bribery and Corruption Policy.***
- V. ***To monitor and review the Council's Money Laundering Policy.***
- VI. To monitor and review protocols for standards of behaviour for Members and Officers.
- VII. To monitor and review protocols for Members and Officers on relationships and dealings with outside organisations and individuals.
- VIII. To monitor and review Member and Officer procedures relating to gifts and hospitality and disclosable pecuniary interests and other interests.
- IX. To monitor and oversee the response by the Council to complaints to the Ombudsman.
- X. To deal with complaints of alleged Member misconduct referred to the Monitoring Officer under Section 28(6) of the Localism Act 2011.
- XI. To arrange for the exercise of all the above functions in relation to Parish Councils wholly or mainly in its area and to the members of those Parish Councils.

HEARINGS SUB-COMMITTEE

TERMS OF REFERENCE

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

1. To consider complaints ***of alleged Member misconduct*** referred to it by the Monitoring Officer in consultation with the Independent Person in accordance with Section 28(6) of the Localism Act 2011.
2. To hear appeals against decisions of the Monitoring Officer not to grant a dispensation.

AWARDS, GRANTS AND TRANSPORT (APPEALS) COMMITTEE

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

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

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE (OSMC)

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

1. To be responsible for co-ordinating and undertaking the Council's scrutiny and overview function in respect of all areas of Council activity including partnership working and particularly the responsibility to: -
 - (a) review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive;
 - (b) make reports or recommendations to the Authority or the Executive with respect to the discharge of any functions which are the responsibility of the Executive;
 - (c) review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Executive;
 - (d) make reports or recommendations to the Authority or the Executive with respect to the discharge of any functions which are not the responsibility of the Executive;
 - (e) review and scrutinise relevant public bodies and partners in the Borough, including the Council's contribution and relationship with them and, where necessary, request them to address overview and scrutiny and local people about their activities and performance or particular decisions, initiatives or projects; and
 - (f) make reports or recommendations to the Authority or the Executive on matters which affect the Authority's area or the inhabitants of that area.
2. To carry out functions necessary to operate the call-in procedure set out in the Overview and Scrutiny Procedure Rules.
3. To have authority to establish ad hoc Overview and Scrutiny (Panels) and appoint Chairs to look at specific issues determined by the Overview and Scrutiny Management Committee. Membership of Overview and Scrutiny Panels to be drawn from a pool of all Council Members, excluding the Executive.
4. To be responsible for drafting protocols in respect of the Overview and Scrutiny process.

STANDING OVERVIEW & SCRUTINY PANELS

These Panels are Sub-Committees of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

Terms of Reference

1. The Panels will conduct enquiries and investigations, in relation to those functions of the Council (and other matters of local interest), referred to them in the Annual Work Plan and any additional issues referred by the Overview and Scrutiny Management Committee.
2. The work of the Panels will be undertaken in accordance with the requirements of the Council's Constitution including the Overview and Scrutiny Procedure Rules and any Overview and Scrutiny protocols.
3. The Panels be empowered to establish ad hoc Working Groups from within its membership, to undertake project and policy development work, to meet the objectives and targets of its annual Work Plan.
4. The Panels may review and scrutinise relevant public bodies and partners in the Borough, including the Council's contribution and relationship with them and, where necessary, request them to address overview and scrutiny and local people about their activities and performance or particular decisions, initiatives or projects.

PANEL/COMMITTEE RESPONSIBLE FOR OVERVIEW AND SCRUTINY OF CRIME AND DISORDER REDUCTION

In addition to the Terms of Reference detailed above at 1-4, or in addition to the Terms of Reference for the Overview and Scrutiny Management Committee where this responsibility becomes the responsibility of OSMC, this Panel/Committee will also include the following Terms of Reference:

5. Review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities who comprise the local Crime and Disorder Reduction Partnerships (e.g., the Police, Fire and Rescue Authority and any relevant NHS Body or Health Service Provider).
6. To make reports and recommendations to the responsible authorities with respect to the discharge of those functions.
7. To require the attendance of an officer of the responsible authority.
8. To consider the activities of the CDRP at least once in every 12 month period.
9. To consider any Councillor Calls for Action relating to crime and disorder issues.

PANEL/COMMITTEE RESPONSIBLE FOR HEALTH OVERVIEW & SCRUTINY

This Panel or Committee is a Sub-Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972

The generic Terms of Reference for Overview & Scrutiny Standing Panels/OSMC apply to the Overview and Scrutiny Panel/Committee responsible for Health Overview and Scrutiny.

In addition, because the Council has delegated powers under relevant legislation to the Health Scrutiny Panel, the following Terms of Reference will also apply to this Panel.

1. To review and scrutinise any matter relating to the planning, provision and operation of health services in the local regions.
2. To make reports and recommendations to the relevant NHS body or health service provider, the OSMC, the Executive and the Council on any matter reviewed or scrutinised using the specific powers of Health Scrutiny.
3. To require the attendance of an officer of a relevant NHS body or health service provider to answer questions and provide explanations about the planning, provision and operation of health services in the area and invite interested parties and take account of relevant information provided by the Local Health Watch organisation or contractor when it refers a matter to the authority.
4. To require a NHS body or service provider to provide information about the planning, commissioning, provision and operation of health services in the Local Authority's area subject to exemptions outlined in the Health and Social Care Act 2012.
5. To consider matters referred by a Local Health Watch or its contractor.
6. To require (under the Health and Social Care Act 2012) NHS bodies or relevant health service provider to refer service development proposals which involve substantial change or variation of their service to the Local Authority or if powers are delegated, the Health Overview and Scrutiny Panel.
7. To recommend to Full Council to report to the Secretary of State for Health:
 - a) Where the Overview and Scrutiny is concerned that consultation on substantial variation or development of services has been inadequate in relation to content or time allowed;

- b) Where Overview and Scrutiny is not satisfied with the urgency reasons given by a NHS body or service provider in taking a decision without allowing time for consultation; and
- c) Where Overview and Scrutiny considers that the proposal would not be in the interests of the health services in its area.

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.

Health and Wellbeing Board Annual Report and workplan.

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 **partners 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, **Office for Health Improvement and Disparities (OHID) and UK Health Security Agency (UKHSA)** ~~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 *or successor body*.
- 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.
- ***Establish effective health protection arrangements.***

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.

4.3 Quorum

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

This page is intentionally left blank



Doncaster Council

Report

Date: 20th May, 2022

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 a two year period to May 2024;
- (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) approves the revision to the membership of the Health & Wellbeing Board, as detailed at paragraph 60 of the report;
- (17) 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). Since the Annual Meeting in May, 2021, a By-Election was held on 31st March, 2022 following a casual vacancy that had arisen in the Wheatley Hills and Intake Ward, which resulted in Councillor Yetunde Elebuibon being elected to the vacant seat. The political composition of the Council now is as follows:-

Political Group	Members
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:-

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

- (ii) Proportionality will not apply to the 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 27.04.22]

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,

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

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.

Overview and Scrutiny

42. A brief overview of the remit of each Overview and Scrutiny body is detailed below including their links to the wider thematic Wellbeing Goals and Outcomes:-
 - **Overview and Scrutiny Management Committee** (Focusing on the Regenerative Council) - to agree and co-ordinate the work programmes of the four Standing Panels. To regularly consider issues relating to performance, the budget and policy development, and undertake pre-decision Scrutiny of Council and partnership issues, thereby cutting across all themes.
 - **Children and Young People's Panel** (Skilled and Creative and Healthy and Compassionate themes) - to consider issues relating to improved outcomes for Children and Young People with a Key focus on accessing high quality education, improving skills and children's social care.
 - **Regeneration and Housing Panel** (Skilled and Creative and Prosperous and Connected themes) - to consider issues relating to skills and enterprise, inward investment, economic development, strategic transport and housing.
 - **Communities and Environment Panel** (Prosperous and Connected, Safe and Resilient and Greener and Cleaner themes) - to consider neighbourhood issues, street scene and highways, community safety as well as environmental issues.
 - **Health and Adult Social Care Panel** (Healthy and Compassionate theme)- to consider issues that fall within the remit of Public Health, Adult Social Care and wider adult and children's health issues.

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 a two year period up to May 2024. 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 has previously agreed 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.

60. Subject to the passing of the Health and Care Bill, the Chair of the Doncaster Commissioning Group will be replaced by the South Yorkshire Integrated Care Board Place Director for Doncaster.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

61. 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

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

RISKS AND ASSUMPTIONS

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 04.05.22]

64. 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 SH Date 29.04.22]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 05.05.22]

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

HEALTH IMPLICATIONS [Officer Initials RS Date 28.04.22]

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

EQUALITY IMPLICATIONS [Officer Initials DMT Date 04.04.22]

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

CONSULTATION

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

BACKGROUND PAPERS:

Report to Council – 21st May, 2021 - Local Government & Housing Act 1989 - Review of Allocation of Seats on Committees & Sub-Committees.

REPORT AUTHOR

David M. Taylor, Senior Governance Officer

Tel: 01302 736712

Email: david.taylor@doncaster.gov.uk

CONTRIBUTORS

Andrew Sercombe, Governance & Members Services Manager

Tel: 01302 734354

Email: andrew.sercombe@doncaster.gov.uk

Damian Allen
Chief Executive

This page is intentionally left blank



Doncaster Council

Report

Date: 20th May, 2022

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 27.04.22]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 04.05.22]

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 SH Date 29.04.22]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 05.05.22]

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 28.04.22]

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 04.04.22]

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

David M. Taylor, Senior Governance Officer
Tel: 01302 736712
Email: david.taylor@doncaster.gov.uk

Damian Allen
Chief Executive

APPOINTMENT OF CHAIRS & VICE-CHAIRS

	<u>CHAIR</u> (Nomination Required)	<u>VICE-CHAIR</u> (Nomination Required)
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

Date: 20th May, 2022

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

DIARY OF MEETINGS – 2022/24

EXECUTIVE SUMMARY

1. The purpose of this report is to approve a schedule of meetings for the 2022/23 and 2023/24 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) approve the proposed Diary of Meetings for the 2022/23 and 2023/24 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 20th January, 2022, the Council considered a report outlining a proposed Diary of Meetings for the 2022/23 and 2023/24 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 2022/23 and 2023/24 Municipal Years.

Member Training

11. Dates and times for Member Training sessions will be finalised shortly and Members will be advised of these arrangements in due course.

The E-Diary

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

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

13. Members are requested to either approve or amend the proposed Diary of Meetings for the 2022/23 and 2023/24 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 27.04.22]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 04.05.22]

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

HUMAN RESOURCES IMPLICATIONS [Officer Initials SH Date 29.04.22]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 05.05.22]

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 28.04.22]

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 04.04.22]

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 2022/23 and 2023/24 Municipal Years.

REPORT AUTHOR AND CONTACT OFFICER

David M. Taylor, Senior Governance Officer
Tel: 01302 736712
Email: david.taylor@doncaster.gov.uk

BACKGROUND PAPERS

Report to Council on 20th January, 2022 (Proposed Diary of Meetings 2022/24)

Damian Allen
Chief Executive

This page is intentionally left blank

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	2nd May, 2022	9th May, 2022	16th May, 2022	23rd May, 2022	30th May, 2022
M O N D A Y	BANK HOLIDAY		5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		3.00 pm Overview and Scrutiny Management Committee (Work Planning)
	3rd May, 2022	10th May, 2022	17th May, 2022	24th May, 2022	31st May, 2022
T U E S D A Y					12 Noon Planning Training 2.00 pm Planning Committee
	4th May, 2022	11th May, 2022	18th May, 2022	25th May, 2022	
W E D N E S D A Y		10.00 am Cabinet		10.00 am Cabinet	
	5th May, 2022	12th May, 2022	19th May, 2022	26th May, 2022	
T H U R S D A Y					
	6th May, 2022	13th May, 2022	20th May, 2022	27th May, 2022	
F R I D A Y	5.00 pm Deadline for Questions & Statements for Cabinet		10.00 am Group Meetings 11.30 am Annual Council Meeting - Reconvene @ 2.00pm 5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits	

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	6th June, 2022	13th June, 2022	20th June, 2022	27th June, 2022
M O N D A Y	2.00 pm Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)			4.30 pm Children & Young People Overview & Scrutiny Panel
	7th June, 2022	14th June, 2022	21st June, 2022	28th June, 2022
T U E S D A Y		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
W E D N E S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet 5.30 pm Corporate Parenting Board	10.00 am Cabinet	10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Cabinet
	2nd June, 2022	9th June, 2022	16th June, 2022	23rd June, 2022
T H U R S D A Y	BANK HOLIDAY	9.00 am Health & Wellbeing Board 10.00 am Overview and Scrutiny Management Committee	10.00 am Licensing Committee 4.00 pm Communities & Environment Overview & Scrutiny Panel (Work Planning)	10.00 am Overview and Scrutiny Management Committee 10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.30 pm Standing Advisory Council for Religious Education
	3rd June, 2022	10th June, 2022	17th June, 2022	24th June, 2022
F R I D A Y	BANK HOLIDAY		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

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

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(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	5.30 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

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(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					
	4th October, 2022	11th October, 2022	18th October, 2022	25th October, 2022	
T U E S D A Y		10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Planning Training 2.00 pm Planning Committee		
	5th October, 2022	12th October, 2022	19th October, 2022	26th October, 2022	
W E D N E S D A Y	10.00 am Cabinet		10.00 am Cabinet		
	6th October, 2022	13th October, 2022	20th October, 2022	27th October, 2022	
T H U R S D A Y		10.00 am Overview & Scrutiny Management Committee	10.00 am Regeneration & Housing Overview & Scrutiny Panel	10.00 am Audit Committee	
	7th October, 2022	14th October, 2022	21st October, 2022	28th October, 2022	
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, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	7th November, 2022	14th November, 2022	21st November, 2022	28th November, 2022
M O N D A Y		5.30 pm Labour Group Meeting		
	1st November, 2022	8th November, 2022	15th November, 2022	22nd November, 2022
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 10.00 am Audit Committee
	2nd November, 2022	9th November, 2022	16th November, 2022	23rd November, 2022
W E D N E S D A Y	10.00 am Cabinet		10.00 am Cabinet	11.00 am Regeneration & Housing Overview & Scrutiny Panel 5.30 pm Corporate Parenting Board
	3rd November, 2022	10th November, 2022	17th November, 2022	24th November, 2022
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	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 1.30 pm Parish Councils Joint Consultative Committee
	4th November, 2022	11th November, 2022	18th November, 2022	25th November, 2022
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, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

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

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	2nd January, 2023	9th January, 2023	16th January, 2023	23rd January, 2023	30th January, 2023
M O N D A Y	BANK HOLIDAY		5.30 pm Labour Group Meeting		
	3rd January, 2023	10th January, 2023	17th January, 2023	24th January, 2023	31st January, 2023
T U E S D A Y		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	
W E D N E S D A Y			10.00 am Cabinet	5.30 pm Corporate Parenting Board	
	5th January, 2023	12th January, 2023	19th January, 2023	26th January, 2023	
T H U R S D A Y		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	
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, 2022 to 31st May, 2024

(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	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 Health & Adult Social Care Overview & Scrutiny Panel	10.00 am Overview & Scrutiny Management Committee	10.00 am Communities & Environment Crime and Disorder Overview & Scrutiny Panel 12 Noon Deadline for Questions & Motions to Council	10.00 am Overview and Scrutiny Management Committee 4.30 pm Standing Advisory Council for Religious Education
	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

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(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 Cabinet 5.30 pm Corporate Parenting Board	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 Regeneration & Housing Overview & Scrutiny Panel	10.00 am Licensing Committee 4.30 pm Children & Young People Overview & Scrutiny Panel	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 1.30 pm Parish Councils Joint Consultative 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
	31st March, 2023			9.30 am Planning Committee Site Visits

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	3rd April, 2023	10th April, 2023	17th April, 2023	24th April, 2023
M O N D A Y		BANK HOLIDAY		
T U E S D A Y	4th April, 2023 12 Noon Planning Training 2.00 pm Planning Committee	11th April, 2023	18th April, 2023	25th April, 2023
W E D N E S D A Y	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
T H U R S D A Y	6th April, 2023	13th April, 2023	20th April, 2023	27th April, 2023 10.00 am Audit Committee
F R I D A Y	7th April, 2023 BANK HOLIDAY	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, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	1st May, 2023	8th May, 2023	15th May, 2023	22nd May, 2023	29th May, 2023
M O N D A Y	BANK HOLIDAY		5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
	2nd May, 2023	9th May, 2023	16th May, 2023	23rd May, 2023	30th May, 2023
T U E S D A Y	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
W E D N E S D A Y		10.00 am Cabinet		10.00 am Cabinet	5.30 pm Corporate Parenting Board
	4th May, 2023	11th May, 2023	18th May, 2023	25th May, 2023	
T H U R S D A Y				10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	
	5th May, 2023	12th May, 2023	19th May, 2023	26th May, 2023	
F R I D A Y	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	

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	5th June, 2023	12th June, 2023	19th June, 2023	26th June, 2023
M O N D A Y				
	6th June, 2023	13th June, 2023	20th June, 2023	27th June, 2023
T U E S D A Y			12 Noon Planning Training 2.00 pm Planning Committee	
	7th June, 2023	14th June, 2023	21st June, 2023	28th June, 2023
W E D N E S D A Y	10.00 am Cabinet		10.00 am Cabinet	
	1st June, 2023	8th June, 2023	15th June, 2023	22nd June, 2023
T H U R S D A Y	10.00 Overview and Scrutiny Management Committee (Work Planning) 2.00 pm Communities & Environment Overview & Scrutiny Panel (Work Planning)	9.00 am Health & Wellbeing Board 2.00 pm Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Licensing Committee 2.00 pm Children & Young People Overview & Scrutiny Panel (Work Planning)	10.00 am Overview and Scrutiny Management Committee 2.00 pm Audit Committee
	2nd June, 2023	9th June, 2023	16th June, 2023	23rd June, 2023
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	5.00 pm Deadline for Questions & Statements for Cabinet

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	3rd July, 2023	10th July, 2023	17th July, 2023	24th July, 2023	31st July, 2023
M O N D A Y		5.30 pm Labour Group Meeting			
T U E S D A Y	4th July, 2023	11th July, 2023	18th July, 2023	25th July, 2023	
	12 Noon Deadline for Questions & Motions to Council		10.00 am Elections & Democratic Structures Committee 12 Noon Planning Training 2.00 pm Planning Committee		
W E D N E S D A Y	5th July, 2023	12th July, 2023	19th July, 2023	26th July, 2023	
	10.00 am Cabinet		10.00 am Cabinet	5.30 pm Corporate Parenting Board	
T H U R S D A Y	6th July, 2023	13th July, 2023	20th July, 2023	27th July, 2023	
	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.30 pm Standing Advisory Council for Religious Education	5.00 pm Group Meetings 6.00 pm COUNCIL	10.00 am Overview & Scrutiny Management Committee 1.30 pm Parish Councils Joint Consultative Committee	10.00 am Audit Committee 2.00 pm Children & Young People Overview & Scrutiny Panel	
F R I D A Y	7th July, 2023	14th July, 2023	21st July, 2023	28th July, 2023	
		9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet			

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	7th August, 2023	14th August, 2023	21st August, 2023	28th August, 2023
M O N D A Y				BANK HOLIDAY
	1st August, 2023	8th August, 2023	15th August, 2023	22nd August, 2023
T U E S D A Y		12 Noon Planning Training 2.00 pm Planning Committee		
	2nd August, 2023	9th August, 2023	16th August, 2023	23rd August, 2023
W E D N E S D A Y		10.00 am Cabinet		
	3rd August, 2023	10th August, 2023	17th August, 2023	24th August, 2023
T H U R S D A Y	10.00 am Communities & Environment Overview & Scrutiny Panel			9.00 am Health & Wellbeing Board
	4th August, 2023	11th August, 2023	18th August, 2023	25th August, 2023
F R I D A Y	9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet			

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	4th September, 2023	11th September, 2023	18th September, 2023	25th September, 2023
M O N D A Y			5.30 pm Labour Group Meeting	
T U E S D A Y	5th September, 2023 10.00 am Awards, Grants & Transport (Appeals) Committee 12 Noon Planning Training 2.00 pm Planning Committee	12th September, 2023 12 Noon Deadline for Questions & Motions to Council	19th September, 2023	26th September, 2023
W E D N E S D A Y	6th September, 2023 10.00 am Cabinet	13th September, 2023 5.30 pm Corporate Parenting Board	20th September, 2023 10.00 am Cabinet	27th September, 2023
T H U R S D A Y	7th September, 2023 10.00 am Overview & Scrutiny Management Committee	14th September, 2023 10.00 am Licensing Committee 2.00 pm Children & Young People Overview & Scrutiny Panel	21st September, 2023 5.00 pm Group Meetings 6.00 pm COUNCIL	28th September, 2023 10.00 am Audit Committee 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel
F R I D A Y	1st September, 2023 9.30 am Planning Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet	8th September, 2023	15th September, 2023 5.00 pm Deadline for Questions & Statements for Cabinet	22nd September, 2023 29th September, 2023 9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements for Cabinet

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	2nd October, 2023	9th October, 2023	16th October, 2023	23rd October, 2023	30th October, 2023
M O N D A Y					
T U E S D A Y	3rd October, 2023	10th October, 2023	17th October, 2023	24th October, 2023	31st October, 2023
	12 Noon Planning Training 2.00 pm Planning Committee	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	4th October, 2023	11th October, 2023	18th October, 2023	25th October, 2023	
	10.00 am Cabinet		10.00 am Cabinet		
T H U R S D A Y	5th October, 2023	12th October, 2023	19th October, 2023	26th October, 2023	
		10.00 am Overview & Scrutiny Management Committee	10.00 am Regeneration & Housing Overview & Scrutiny Panel	10.00 am Audit Committee	
F R I D A Y	6th October, 2023	13th October, 2023	20th October, 2023	27th October, 2023	
		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	

APPENDIX A

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	6th November, 2023	13th November, 2023	20th November, 2023	27th November, 2023
M O N D A Y		5.30 pm Labour Group Meeting		
	7th November, 2023	14th November, 2023	21st November, 2023	28th November, 2023
T U E S D A Y	12 Noon Deadline for Motions & Questions for Council		10.00 am Elections & Democratic Structures Committee	12 Noon Planning Training 2.00 pm Planning Committee
	1st November, 2023	8th November, 2023	15th November, 2023	22nd November, 2023
W E D N E S D A Y	10.00 am Cabinet		10.00 am Cabinet	5.30 pm Corporate Parenting Board 10.00 am Cabinet
	2nd November, 2023	9th November, 2023	16th November, 2023	23rd November, 2023
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	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 1.30 pm Parish Councils Joint Consultative Committee
	3rd November, 2023	10th November, 2023	17th November, 2023	24th November, 2023
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

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	4th December, 2023	11th December, 2023	18th December, 2023	25th December, 2023
M O N D A Y				BANK HOLIDAY
	5th December, 2023	12th December, 2023	19th December, 2023	26th December, 2023
T U E S D A Y			12 Noon Planning Training 2.00 pm Planning Committee	BANK HOLIDAY
	6th December, 2023	13th December, 2023	20th December, 2023	27th December, 2023
W E D N E S D A Y		10.00 am Cabinet		
	7th December, 2023	14th December, 2023	21st December, 2023	28th December, 2023
T H U R S D A Y	10.00 am Children & Young People Overview & Scrutiny Panel	10.00 am Licensing Committee		
	1st December, 2023	8th December, 2023	15th December, 2023	22nd December, 2023
F R I D A Y		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits	

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	1st January, 2024	8th January, 2024	15th January, 2024	22nd January, 2024	29th January, 2024
M O N D A Y	BANK HOLIDAY		5.30 pm Labour Group Meeting		
T U E S D A Y			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	
W E D N E S D A Y			10.00 am Cabinet	5.30 pm Corporate Parenting Board	10.00 am Cabinet
T H U R S D A Y		9.00 am Health & Wellbeing Board	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Overview & Scrutiny Management Committee	
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, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	5th February, 2024	12th February, 2024	19th February, 2024	26th February, 2024
M O N D A Y				1.00 pm Group Meetings 2.00 pm COUNCIL (Budget Setting & Council Tax)
	6th February, 2024	13th February, 2024	20th February, 2024	27th February, 2024
T U E S D A Y	10.00 am Elections & Democratic Structures Committee	12 Noon Planning Training 2.00pm Planning Committee	10.00 am Awards, Grants & Transport Appeals Committee	
	7th February, 2024	14th February, 2024	21st February, 2024	28th February, 2024
W E D N E S D A Y		10.00 am Cabinet	5.30 pm Labour Group Meeting	10.00 am Cabinet
	1st February, 2024	8th February, 2024	15th February, 2024	22nd February, 2024
T H U R S D A Y	10.00 am Audit Committee 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel	10.00 am Overview & Scrutiny Management Committee	10.00 am Communities & Environment Crime and Disorder Overview & Scrutiny Panel 12 Noon Deadline for Questions & Motions to Council	10.00 am Overview and Scrutiny Management Committee 4.30 pm Standing Advisory Council for Religious Education
	2nd February, 2024	9th February, 2024	16th February, 2024	23rd February, 2024
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

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	4th March, 2024	11th March, 2024	18th March, 2024	25th March, 2024
M O N D A Y				
	5th March, 2024	12th March, 2024	19th March, 2024	26th March, 2024
T U E S D A Y		12 Noon Planning Training 2.00pm Planning Committee		
	6th March, 2024	13th March, 2024	20th March, 2024	27th March, 2024
W E D N E S D A Y		10.00 am Cabinet	5.30 pm Corporate Parenting Board	10.00 am Cabinet
	7th March, 2024	14th March, 2024	21st March, 2024	28th March, 2024
T H U R S D A Y	9.00 am Health & Wellbeing Board 2.00 pm Regeneration & Housing Overview & Scrutiny Panel	10.00 am Children & Young People Overview & Scrutiny Panel	10.00 am Licensing Committee 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel	10.00 am Overview & Scrutiny Management Committee 1.30 pm Parish Councils Joint Consultative Committee
	1st March, 2024	8th March, 2024	15th March, 2024	22nd March, 2024
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	BANK HOLIDAY

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	1st April, 2024	8th April, 2024	15th April, 2024	22nd April, 2024	29th April, 2024
M O N D A Y	BANK HOLIDAY				
	2nd April, 2024	9th April, 2024	16th April, 2024	23rd April, 2024	30th April, 2024
T U E S D A Y		12 Noon Planning Training 2.00pm Planning Committee			
	3rd April, 2024	10th April, 2024	17th April, 2024	24th April, 2024	
W E D N E S D A Y		10.00 am Cabinet		10.00 am Cabinet	
	4th April, 2024	11th April, 2024	18th April, 2024	25th April, 2024	
T H U R S D A Y				10.00 am Audit Committee	
	5th April, 2024	12th April, 2024	19th April, 2024	26th April, 2024	
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		

Schedule of Meetings 1st May, 2022 to 31st May, 2024

(Shaded area denotes School Holidays)

	6th May, 2024	13th May, 2024	20th May, 2024	27th May, 2024
M O N D A Y	BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
	7th May, 2024	14th May, 2024	21st May, 2024	28th May, 2024
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee			
	1st May, 2024	8th May, 2024	15th May, 2024	22nd May, 2024
W E D N E S D A Y	10.00 am Cabinet		10.00 am Cabinet	5.30 pm Corporate Parenting Board
	2nd May, 2024	9th May, 2024	16th May, 2024	23rd May, 2024
T H U R S D A Y				
	3rd May, 2024	10th May, 2024	17th May, 2024	24th May, 2024
F R I D A Y	9.30 am Planning Committee Site Visits 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

This page is intentionally left blank



Doncaster Council

Report

20th May, 2022

To the Chair and Members of the COUNCIL

COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2022/23

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 2022/23 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 07.04.22]

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 20/04/22]

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 08/04/2022]

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 11/04/22]

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

HEALTH IMPLICATIONS [Officer Initials RS Date 07/04/2022]

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 06/04/2022]

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 – 21st May 2021: Council Appointments to Outside Bodies – 2021/22.

REPORT AUTHOR AND CONTRIBUTORS

Jonathan Goodrum
Senior Governance Officer
Tel: 01302 736709
Email: jonathan.goodrum@doncaster.co.uk

Debbie Hogg
Director of Corporate Resources

OUTSIDE BODIES FOR APPOINTMENT 2022/23 (COUNCIL APPOINTMENTS)

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

Organisation	Notes	No of Reps	2021/22 Representatives	2022/23 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 S. Smith* Cllr D. Hutchinson*	
Bentley with Arksey Doles Charity	*4 Year Term of Office (term ends in 2025) Trustees with voting rights Ward Members for area	4	Cllr J. Church* Cllr D. Hutchinson* Cllr C. Hogarth* Cllr J. Nightingale*	
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*	

Organisation	Notes	No of Reps	2021/22 Nominations	2022/23 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 P. Cole 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*	
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 A. Robinson	
Doncaster Safeguarding Children's Board	Relevant Cabinet Member attends because of their Portfolio responsibilities.	1	Cllr R. Blake	
Doncaster Schools' Forum	Relevant Cabinet Member attends as an observer because of their Portfolio responsibilities.	1	Cllr L. Ball	

Organisation	Notes	No of Reprs	2021/22 Representatives	2022/23 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 A. Robinson 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 G. Jones Cllr J. Blackham	
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 S. Smith	

Organisation	Notes	No of Reprs	2021/22 Representatives	2022/23 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 S. Smith</p> <p>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>	

Organisation	Notes	No of Reprs	2021/22 Representatives	2022/23 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"> 1) Cabinet Member for Transport 2) SASIG Member 3) Finningley Ward Member 4) Rossington & Bawtry Member 5) Tickhill & Wadworth Member <p>Knowledge/interest of aviation and the future developments at Doncaster Sheffield Airport is desirable.</p>	5	<p>Cllr J. Blackham Cllr G. Jones Cllr S. Cox Cllr B. Johnson Cllr M. Greenhalgh</p> <p>Note: Cllr J. Blackham to be rep. for DSA Consultative Cttee. and Councillor G. Jones to be rep. for SASIG.</p>	
<p>Doncaster Sheffield Airport – Noise Monitoring and Environmental Sub-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 & Bawtry and Tickhill & 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 B. Johnson Cllr M. Greenhalgh Cllr S. Knowles</p>	

Organisation	Notes	No of Reprs	2021/22 Representatives	2022/23 Nominations
South Yorkshire Mayoral Combined Authority (SYMCA)	<p>Terms of Office:-</p> <ul style="list-style-type: none"> • Leader (i.e. Elected Mayor) – In perpetuity • Substitute and rotational member – 1 year <p>Voting Members</p> <p>1 representative + 1 substitute</p> <p>^1 second rotational member</p> <p>No specific requirements</p>	2 + 1 sub	Mayor Ros Jones Cllr G. Jones (Sub)	
South Yorkshire MCA Overview and Scrutiny Committee	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Scrutiny experience preferable</p> <p>Proportional appointments</p> <p>1 x Labour + 1 Sub</p> <p>1 x Conservative + 1 Sub</p> <p>Note: SYMCA’s preferred arrangement is to have same reps sitting on both the O&S Committee and the Audit Committee)</p> <p>Both the SYMCA Audit & Standards Ctte and the SYMCA 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’).</p>	2 + 2 subs	Cllr A. White Cllr R.A. Jones Cllr B. Johnson (Sub) Cllr M. Greenhalgh (Sub)	

Organisation	Notes	No of Reprs	2021/22 Representatives	2022/23 Nominations
South Yorkshire MCA Audit, Standards & Risk Committee	<p>1 Year Term of Office</p> <p>Voting Member</p> <p>Proportional appointments</p> <p>1 x Labour + Sub</p> <p>1 x Conservative + Sub</p> <p>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 SYMCA O&S Committee.</p> <p>Both the SYMCA Audit & Standards Ctte and the SYMCA 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.</p>	2 + 2 Subs	<p>Cllr A. White</p> <p>Cllr R.A. Jones</p> <p>Cllr B. Johnson (Sub)</p> <p>Cllr G. Bluff (Sub)</p>	
South Yorkshire MCA 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 + 1 sub	Cllr G. Jones	
South Yorkshire MCA Housing and Infrastructure Board	<p>1 Year Term of Office</p> <p>Thematic Boards routinely meet on an eight-weekly cycle.</p>	1 + 1 sub	Cllr G. Jones	
South Yorkshire MCA Education, Skills & Employability Board	<p>1 Year Term of Office</p> <p>Thematic Boards routinely meet on an eight-weekly cycle.</p>	1 + 1 sub	Cllr L. Ball	
South Yorkshire MCA Transport and the Environment Board	<p>1 Year Term of Office</p> <p>Thematic Boards routinely meet on an eight-weekly cycle.</p>	1 + 1 sub	Cllr J. Blackham	

Organisation	Notes	No of Reprs	2021/22 Representatives	2022/23 Nominations
South Yorkshire MCA 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)	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Proportional appointments:</p> <p>1 x Conservative</p> <p>3 x Labour</p> <p>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.</p>	4	Cllr G. Smith Cllr T. Moran Cllr S. Knowles Cllr J. Cox	
Team Doncaster	Elected Mayor chairs the partnership by virtue of being deemed the Council 'Leader'.	1	Mayor Ros Jones	
Travis Educational Foundation	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Skills/knowledge/attributes:</p> <ul style="list-style-type: none"> • Knowledge of Thorne and Hatfield communities • Financial/management skills • Debate and decision making • Confidentiality/sensitivity 	2	Cllr L. Curran Cllr G. Smith	

Joint Authorities – Politically Proportional		No of Reps	2021/22 Representatives	2022/23 Nominations
South Yorkshire Fire and Rescue Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p>3 x Labour</p> <p>^Note: One representative to be designated as the Section 41 Member (i.e. Council spokesperson on issues relating to the Fire & Rescue Authority). Cllr P Haith is the current S41 Member.</p>	3	<p>Cllr C. Hogarth (S41 Member)</p> <p>Cllr B. Johnson</p> <p>Cllr D. Hutchinson</p>	
South Yorkshire Pensions Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p>2 x Labour</p> <p>1 x Conservative</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>^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.</p>	3	<p>Cllr J. Mounsey (Chair)</p> <p>Cllr D. Nevett (S41 Member)</p> <p>Cllr S. Cox</p>	
Police and Crime Panel	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p>1 x Labour</p> <p>1 x Conservative</p> <p>Political Proportionality across South Yorkshire indicated by host Authority.</p>	2	<p>Cllr S. Knowles</p> <p>Cllr C. Ransome</p> <p>Subs not required.</p>	

This page is intentionally left blank



Doncaster Council

Report

20th May 2022

To the Chair and Members of the COUNCIL

APPOINTMENT OF INDEPENDENT MEMBER TO THE AUDIT COMMITTEE

EXECUTIVE SUMMARY

1. This report seeks Council's approval to appoint Dr Stuart Green for a 4 year term as the Council's co-opted, non-voting, independent member to sit on the Audit Committee. Dr Stuart Green is an Assistant Professor in Accounting in the Business School of Durham University and is CIPFA (Chartered Institute of Public Finance and Accountancy) and ICEAW (Institute of Chartered Accountants in England and Wales) qualified in addition to Doctorates and Higher Doctorates in Accounting. He also holds independent non-executive director positions on the audit, remuneration and standards committees of several large public sector organisations.

EXEMPT REPORT

2. The report does not contain exempt information.

RECOMMENDATIONS

3. Council is asked
 - a. To agree the appointment of Dr Stuart Green as the co-opted, non-voting, Independent Member to sit on the Audit Committee for a 4 year term to 31st May 2026 and
 - b. To express its gratitude to Kathryn Smart as its outgoing Independent Member, for the eight years of highly valued guidance and support she has given the committee.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. The appointment of a co-opted member to the Audit Committee is not a statutory requirement. It is, however, in line with CIPFA best practice to have an independent person with a financial background and expertise in some areas of the roles and responsibilities of an Audit Committee. The person appointed will provide external robust challenge to the work of the committee which adds value to the Council operations in managing its risks and achieving its key priorities of improving services provided to the citizens of the borough. The work undertaken by the Audit Committee also improves and strengthens governance arrangements within the Council and its partners.

BACKGROUND

5. At the Annual meeting of Council on 13 June 2014, Council agreed to appoint one co-opted, non-voting, independent member to sit on the Audit Committee. Kathryn Smart was appointed following interviews to this position. Kathryn served a second term which comes to an end on 31st May 2022 and does not wish to serve a third term.
6. Accordingly the position was advertised and interviews were held in on 1st April 2022 by a panel comprising the Chair of the Audit Committee (Council Austin White), Vice-Chair of the Audit Committee (Councillor Glenn Bluff, supported by the outgoing Independent Member, (Kathryn Smart) and the Head of Internal Audit (Peter Jackson). The panel recommended Dr Stuart Green be appointed to this position.

OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION

7. Kathryn Smart's term will expire in May 2022. The Council can either carry out another recruitment process for a co-opted, non-voting independent member to sit on the audit committee, or it can leave the position vacant.
8. Kathryn brought a wealth of experience and knowledge on audit, finance and governance matters to the Audit Committee over her eight year term and has performed the role of co-opted, non-voting Independent Member diligently and has been highly regarded by both Members and Officers. Members of the Audit Committee have confirmed they appreciated the added value and support that the Independent Member brings and therefore approved the recruitment to reappoint to the position
9. It is therefore proposed that Doctor Stuart Green be appointed for a 4 year term, to 31st May 2026.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

10.

	Outcomes	Implications
	<p>Doncaster Working: 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"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	
	<p>Doncaster Living: 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"> • The town centres are the beating heart of Doncaster • More people can live in a good 	Page 164

	<p>quality, affordable home</p> <ul style="list-style-type: none"> • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	
	<p>Doncaster Learning: 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"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	
	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>The reappointment of a co-opted, non-voting, independent member to sit on the Audit Committee will enhance the work of the Committee and bring an external robust challenge to its activities.</p> <p>Effective oversight through the Audit Committee adds value to the Council operations in managing its risks and achieving its key priorities of improving services provided to the citizens of the borough</p> <p>The work undertaken by the Audit Committee improves and strengthens governance arrangements within the Council and its partners.</p>

RISKS & ASSUMPTIONS

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

LEGAL IMPLICATIONS (Initials: SRF Date: 07.04.22)

12. The appointment of a co-opted member to the Audit Committee is not a statutory requirement. The Council has chosen to appoint a co-opted, non-voting independent member as a means of bringing an independent, objective perspective to the audit and governance work of this Committee which is in line with CIPFA guidance.

FINANCIAL IMPLICATIONS (Initials: SJT Date:13.04.22)

13. A co-optees' allowance of £673 per annum is currently payable to any co-opted member sitting on the Council's Committees in accordance with the Members' Allowance Scheme. This is met from existing provision in the Members' Allowances budget.

HUMAN RESOURCES IMPLICATIONS (Initials: SH Date:12.04.22)

14. The individual referred to in this report is not being appointed as an employee of the council therefore, there are no specific human resources implications related to the content of this report.

TECHNOLOGY IMPLICATIONS (Initials: PW Date:12.04.22)

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

EQUALITY IMPLICATIONS (Initials: PRJ Date: 07.04.22)

16. We are aware of the Council's obligations under the Public Sector Equalities Duties and there are no identified equal opportunity issues within this report.

HEALTH IMPLICATIONS (Initials: RS Date:12.04.22)

17. There are no direct health implications of this report. However good governance, including having an effective audit committee is integral to improving health and wellbeing of local people.

CONSULTATION

18. Recruitment for the position of the Independent Member was proposed following consultation with members of the Audit Committee.

BACKGROUND PAPERS

19. None

REPORT AUTHOR & CONTRIBUTORS

Peter Jackson, Head of Internal Audit

Tel 01302 862938, Email: peter.jackson@doncaster.gov.uk



Doncaster Council

Report

Date: 20th May 2022

To the Chair and Members of the COUNCIL

MEMBER DEVELOPMENT PROGRAMME 2022/23

EXECUTIVE SUMMARY

1. This report provides details of the 2022/23 member training and development programme and update on training undertaken during 2021/22.

EXEMPT REPORT

2. Not exempt

RECOMMENDATIONS

3. That Council:-
 - i. Note the Member training and development undertaken during 2021/22.
 - ii. Endorse the programme of Member Development activities and seminars scheduled for 2022/23 at Appendix A, including the list of training deemed to be mandatory for all Members and for specific groups of Members;
 - iii. Note the programme of Member Development be further updated over the course of the year in consultation with the Member Development Working Group.

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. At its meeting on 21st May 2021 Council endorsed an approach to Member Development and Training that would support them through their current four year term 2021/22 – 2024/25.
6. Key features of the programme are:
 - i. **Mandatory training for all Members** - it was agreed that Induction (for new Councillors), Adult Safeguarding, Children’s Safeguarding, Child Exploitation, Corporate Parenting, Health and Safety, Data Protection, Spam and Phishing and Equalities, Diversity and Inclusion, Members Code of Conduct, would be mandatory for all Councillors. Once undertaken this would be valid for the current four year term of office unless there were significant policy or legislative changes that would require a refresh.
 - ii. **Mandatory training for specific Roles** – Council agreed that mandatory training is required before Members can undertake specific roles such as a Member of Audit, Licensing, Planning Committee or carrying out the role of Chair of a Committee. This will ensure a consistent standard of training and awareness for those Members who are involved in decision making. This training will be run annually to take account of any changes to Committees at Annual Council.
 - iii. **Members Seminars and Briefings** – Throughout the year a number of seminars and briefings are arranged to ensure Members are kept up to date on important policy developments or service issues.
 - iv. **Reviewing and Monitoring** - The Member development programme is regularly reviewed by the cross party Member Development Working Group (MDWG). This consists of the Cabinet Member with Member Development within her/his portfolio and Group Leaders. During 2021/22 the MDWG included Councillors: Jane Nightingale (Chair), Dave Shaw, Jane Cox and Andy Pickering. The MDWG also reviews and monitors the effectiveness of Member Development, identifies further opportunities for development and reviews attendance. Following each training event Members are asked to complete an evaluation form and these are reviewed and monitored by the MDWG.
7. The training programme is a living document and is updated and amended as required by officers in Governance in consultation with the MDWG. Training is delivered mainly in house using Microsoft Teams, whilst some training is commissioned and delivered by external providers where this provides better value for money or requires specific expertise. Mandatory training sessions are run on a number of occasions and at different times to ensure this accommodates Members’ availability, particularly for those who may have work or caring responsibilities.

Evaluation of Member Development Activities 2021/22

8. **Induction** - A key focus for the 2021/22 programme was Member Induction following the May 2021 elections. 23 Councillors elected in May 21 were new Councillors, 34 were returning Councillors. Induction was scheduled over 4 days and due to Covid restrictions was undertaken virtually using Microsoft Teams. The Induction provided an overview of roles and responsibilities, governance arrangements and an opportunity to hear from the Mayor, the Chief Executive and other officers about the key services delivered by the Council and its partners.
9. **Mandatory Training for specific roles** - Following the Induction and the 2021 Annual General Meeting, mandatory training was quickly provided to support Members in undertaking specific roles on Committees e.g. Chaining skills, Planning, Audit and Overview and Scrutiny training. Training for Licensing Committee Members is now delivered by the Institute of Licensing.
10. **Mandatory Training for all Members** - At least 4 sessions have been held on different dates and times to accommodate attendance at mandatory training during the year. The percentage of Members who have completed mandatory training is as follows:
 - New Member Induction - for newly elected Councillors = 100%
 - Data Protection = 100%
 - Children's Services Safeguarding and Corporate Parenting 94.5%
 - Child Exploitation = 94.5%
 - Spam & Phishing = 92.7%
 - Health & Safety for Elected Members = 96.3%
 - Adult Safeguarding = 92.7%
 - Code of Conduct = 100%
11. Further sessions will be arranged during 2022/23 for those who have been unable to attend. previous sessions.
12. **Externally hosted events** - A number of sessions provided by external trainers have been arranged during the year to provide Members with an external perspective on their role. The Local Government Association hosted a session for Members on Community Leadership and the Local Government Information Unit ran a practical session on questioning skills for Overview and Scrutiny Members.
13. **Member seminars and briefings** have kept Members informed and up to date on relevant issues, policy changes and updates to service delivery. Briefings have been held on the following issues: Migration Yorkshire, Research Active Council, Environment & Sustainability, Streetscene and Cyber security arrangements.

Member Training & Development 2022/23

14. The Member Training programme for 22/23 is attached at Appendix A and has been informed by responses from a Member Development questionnaire

(25% response rate), general feedback from Councillors and officers and training evaluation forms. This schedule sets out key areas of training that will be delivered during the course of the year. However, it is a live document and will be updated and amended throughout the year to respond to development needs as they arise including briefings and seminars. This will also be regularly reviewed and updated by the MDWG.

15. **Mandatory training** will be arranged for the new Member for Wheatley Hills and Intake and those Members who have yet to complete their mandatory training will also be invited to attend these sessions. Every effort will be made to co-ordinate the diaries of individual Members yet to undertake the training to facilitate a mutually agreeable date and time. Training on Equality, Diversity and Inclusion is currently under development and will be made available to all Members during the summer, this session this will also incorporate Cultural Awareness.
16. **Mandatory Training for specific roles** - Following the AGM training has been arranged to ensure any Members appointed to Committees undertake relevant training to fulfil their role on committees e.g. Licensing, Planning, Audit and Charing. Licensing training will be undertaken remotely and be delivered by the Institute of Licensing.
17. **Developing Community Leadership** – Leading, representing and effectively communicating with communities is essential for Councillors in supporting the delivery of the Borough’s priorities. Following the LGA hosted session in April and feedback from the Member development questionnaire further work will take place with the MDWG to identify training to enhance Members in undertaking this role effectively. This will likely include skills training focussed around the key LGA’s political skills framework for Councillors i.e: partnership working, local leadership, communication skills, political understanding, regulation and monitoring and political skills.
18. **Overview and Scrutiny** – Further training sessions will be arranged to support Members in their Overview and Scrutiny role. This will build on the sessions that have already been provided during 2021/22 by external providers around the general principles of Overview and Scrutiny and developing questioning skills.
19. **Briefings and Seminars** - During the course of the year Members will continue to receive briefings, seminars and updates on important issues as they arise. These dates will be diarised over the course of the year and Members will be informed via the weekly training and seminar email update.

Additional Training and Development Activities

20. Other key areas of Member Development will 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.
- Establish more training materials and resources to assist Councillors and explore the opportunities for e-learning. Copies of presentations and training resources are available to access on the Council's intranet.
- Whilst training will continue to be delivered using Microsoft Teams, opportunities for face to face training sessions will be considered moving forward and where this is appropriate.

Monitoring and Review

21. The draft plan attached at Appendix A sets the framework for training over the next year and once the dates of training sessions have been confirmed, this will be regularly reviewed and considered by the Cabinet Member for Corporate Services and the MDWG.

OPTIONS CONSIDERED

22. To develop a stand-alone one-year training and development programme would not provide a planned co-ordinated approach to Member Training and Development. This programme builds on the initial induction and mandatory training programme introduced during 2021/22.

REASONS FOR RECOMMENDED OPTION

23. 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.
24. 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.

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 the Code of Conduct, Safeguarding, Data Protection, 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 [HMP 11.05.22]

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 [PH 11.05.22]

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 2022/2023 programme.

HUMAN RESOURCE IMPLICATIONS [RH 10.05.22]

30. There are no specific HR implications associated with this report, HR will assist where required in terms of training and development for Councillors on all relevant policies and procedures. 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 [PW 06.05.22.]

31. Technology is an essential enabler to assist Councillors in undertaking their roles and duties. ICT & Digital will continue to work closely with colleagues in Governance & Member Services to support Councillors in the use of new technology and to become more digitally enabled by providing further support and training as needed. Councillors will also have access to the new Digital Skills Hub which is used to support the rollout of new technology across the Council and brings together all relevant guidance, hints, tips and self help on the core digital tools used.

HEALTH IMPLICATIONS [RS 05.05.22]

32. Good governance combined with effective training and member development is essential to protect and improve the health of the public. The programme covers mandatory issues that have direct health effects including health and

safety as well as safeguarding, as well as seminars and briefings including prevention Matters with the LGA and Health in All Policies. Effective training on licensing, planning and research 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...AS...Date.....04/05/22)

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 a disability.

CONSULTATION

34. All Members have been consulted on proposals for training and development via a questionnaire. The MDWG is regularly consulted on Member training and development and meets quarterly to review and consider training and development.

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
- LGIU – Local government Information Unit

REPORT AUTHOR & CONTRIBUTORS

Andrew Sercombe, Governance & Member Services Manager
01302 734354 andrew.sercombe@doncaster.gov.uk

Scott Fawcus
Assistant Director of Legal and Democratic Services

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2022/23

Mandatory Training – once undertaken will be valid for the 4 year term (2021/22 – 2024/2025 unless otherwise indicated).

All training is scheduled for 2 hours maximum, both day and evening sessions. Sessions will be delivered using MS Teams unless stated otherwise

No.	Topic	Date
1	New Member Induction - Mandatory for newly elected Councillors.	Completed To be arranged only when required.
MANDATORY TRAINING – ALL MEMBERS (BI-ANNUAL) This is compulsory for all Members (to be undertaken on a bi-annual basis).		
2	Data Protection E-Learning	Completed To be undertaken only when required.
MANDATORY TRAINING FOR ALL MEMBERS This is compulsory for all Members (once undertaken this is valid for 4 years).		
3	Equality, Diversity and Inclusion.Training (EDI)	Date to be arranged summer 2022
4	Children’s Services Safeguarding and Corporate Parenting (COMBINED)	Date to be arranged summer 2022
5	Child Exploitation	Date to be arranged summer 2022
6	Spam & Phishing E-Learning	To be arranged as required.
7	Health & Safety for Elected Members	Date to be arranged summer 2022
8	Adult Safeguarding	Date to be arranged summer 2022
9	Code of Conduct	Completed. Refreshers arranged if required.

MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES - This is compulsory for all Committee Members (once undertaken this is valid for 4 years)

10	Planning Induction	25 th May @4pm
11	Licensing Induction	8 th June online via Institute of Licensing.
12	Audit Induction	24 th May @4pm
13	Chairing Skills (compulsory for Chairs & Vice Chairs of Committees)	26 th May @ 4pm

MANDATORY FOR IDENTIFIED GROUPS

This is compulsory for identified groups (once undertaken this is valid for 4 years).

14	Performance Management Mandatory for Cabinet & Scrutiny Members	To be arranged and undertaken as required following AGM (June-Sept)
15	Local Government Finance Mandatory for Cabinet & Scrutiny Members	To be arranged and undertaken as required following AGM (June- Sept)
16	Understanding Overview and Scrutiny Mandatory for Overview and Scrutiny Members (providing an overview of the function)	To be arranged and undertaken as required following AGM (June – Sept)
17	Understanding Your Role on Outside Bodies Mandatory for Councillors appointed to Outside Bodies.	To be arranged and undertaken as required following AGM (June- Sept)

SEMINARS, BRIEFINGS AND FURTHER TRAINING

18	Licensing (for non Committee Members)	To be arranged.
-----------	--	-----------------

19	Research in Doncaster Council	To be arranged.
20	Health in All Policies	To be arranged.
21	Overview of Environment Services	End of May 2022/Early June (TBA)
22	Prevention Matters – to champion and improve health in our communities.	TBC (LGA hosted)
23	“All Hands on the Don” Environmental project.	To be arranged June/July



Doncaster Council

Report

Date: 20th May 2022

To the Chair and Members of the Council

NEIGHBOURHOOD PLANNING – Adoption ‘Making’ of the Rossington Neighbourhood Development Plan

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Nigel Ball	Rossington and Bawtry Ward. Rossington Parish.	No

EXECUTIVE SUMMARY

1. Neighbourhood Planning was introduced by the Localism Act (2011). It gave Town/Parish Councils and communities the power to write their own plans and take more control of planning for their areas.
2. Rossington Parish Council have produced a Neighbourhood Plan for their Parish boundary. Following a successful independent examination, a Referendum relating to the adoption of the Rossington Neighbourhood Plan was held on Thursday 17th March 2022.
3. In accordance with Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) the Council is required to ‘make’ (adopt it as part of the Development Plan) a Neighbourhood Plan following a successful referendum. The amended Neighbourhood Planning Regulations also now require Local Authorities to ‘make’ (adopt) a Neighbourhood Plan within 8 weeks of the date of the referendum.
4. The Development Plan for the borough is a Full Council function so the adoption of Neighbourhood Plans as part of the Development Plan must be considered by Full Council.

EXEMPT REPORT

5. Not exempt.

RECOMMENDATIONS

6. It is recommended that:

To formally adopt (make) the Rossington Neighbourhood Plan as part of the statutory development plan for the borough.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

7. Neighbourhood Plans are a key component of the Government's Localism agenda and allow local communities to influence and take more control of decisions around planning in their areas. Producing a Neighbourhood Plan has advantages over other kinds of plans because it enables communities to take a lead in their own neighbourhoods in producing part of the statutory development plan for the area. Where there is a Town/Parish Council that is the qualifying body for producing a Neighbourhood Plan, the Parish/Town Council may choose to put together a steering or working group of community representatives to assist with the process. Plans must be consulted on with the community before being independently examined. Ultimately the decision to endorse the plan is via referendum of the community within the plan's area.

BACKGROUND

8. The Localism Act (2011) allows for local communities to prepare plans and strategies for development in their area called Neighbourhood Plans. The Plans must go through a number of stages as set out in the Neighbourhood Planning Regulations 2012 (as amended) before they can be adopted (called 'made' in the legislation) and Doncaster Council has a statutory duty to advise and assist during the preparation of a Plan, as well as fulfil certain requirements along the way in order to comply with the Regulations. There are currently 11 Neighbourhood Plans for the Borough; 7 adopted (Tickhill and Burghwallis November 2016, Edlington July 2018, Armthorpe November 2018, Bawtry September 2019, Edenthorpe July 2021, and Sprotbrough September 2021) with now Rossington having reached the final stage of the process, adoption (being 'made'), 3 others in preparation or under consultation (Auckley, Thorne-Moorends, and Stainforth) and Tickhill under review.
9. Once adopted a Neighbourhood Plan forms part of the statutory development plan and sits alongside the currently adopted Doncaster Local Plan (adopted September 2021). Any planning applications submitted in the designated boundary of the Rossington NDP must be determined in accordance with the Development Plan including the appropriate Neighbourhood Plan.
10. There are a number of legally prescribed stages that need to be undertaken in preparing a Neighbourhood Plan:
 - designation of the area (in this case Rossington had the designated area as their parish boundary);
 - publication of the draft Plan;
 - submission of the Plan to the Local Planning Authority;
 - examination by an independent examiner; and
 - referendum

Where a Neighbourhood Plan is subject to a successful referendum (where more than half of those voting have voted in favour of the plan), and the Local Planning Authority is satisfied that EU and human rights obligations have been met, it is a requirement to 'make' the Plan and adopt it as part of the Development Plan. The referendum results for the Rossington Neighbourhood Plan are set out below, which was successful at referendum.

11. **Rossington:** The question asked in the referendum was, “Do you want Doncaster Metropolitan Borough Council to use the Neighbourhood Plan for Rossington to help it decide planning applications in the neighbourhood area?”

The number of votes cast in favour of a ‘Yes’ – 1058

The number of votes cast in favour of a ‘No’ – 124

Votes cast – 1189

Ballot papers rejected - 7

Electorate – 10840

Turnout – 10.97%

OPTIONS CONSIDERED

12. It is considered that there is only one realistic option available, which is option A:

Option A (recommended):

- Adopt the Rossington Neighbourhood Plan as part of the statutory development plan for the borough.

Option B (not recommended):

- Do not adopt the Rossington Neighbourhood Plan.

REASONS FOR RECOMMENDED OPTION

13. In accordance with Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) the Council is required to ‘make’ a Neighbourhood Plans following a successful referendum and providing the Local Planning Authority (LPA) is satisfied that EU and human rights obligations (the basic conditions) have been met.
14. The Neighbourhood Plan was successful at referendum and in the opinion of the Local Planning Authority it has met the basic conditions, so in accordance with the Act, the Neighbourhood Plan should now be adopted as part of the Development Plan for Doncaster and be used for determining planning applications in the Rossington designated boundary area alongside national and other local planning policy.

IMPACT ON THE COUNCIL’S KEY OUTCOMES

15. Neighbourhood Plans have been identified as potentially impacting on the Council’s following key outcomes:

Outcomes	Implications
<p>Doncaster Working: 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"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish 	<p>Neighbourhood Plans provide the opportunity to work with Town/Parish Councils and local communities to help them influence and take more ownership of local decisions around Planning and development. Up-to-date.</p>

<ul style="list-style-type: none"> • Inward Investment 	<p>policies in Local and Neighbourhood Plans provides certainty for developers and investors.</p>
<p>Doncaster Living: 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"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	<p>Gives Town/Parish Councils and local residents another means to influence the development of where they live.</p>
<p>Doncaster Learning: 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"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	<p>N/A</p>
<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	<p>Neighbourhood Plans can focus on the individual characteristics of their local area.</p>
<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>Neighbourhood Plans enable Town and Parish Councils to take more ownership of, and influence, Planning decisions for their areas, including protecting and enhancing their locally important assets.</p>

RISKS AND ASSUMPTIONS

16. The Local Planning Authority (LPA) has a duty to support Parish/Town Councils in the development of Neighbourhood Plans and to oversee the process (including the referendum) making sure the Plans meet the required legal tests and EU obligations (called the basic conditions). In the opinion of the Local Planning Authority, the Rossington Neighbourhood Plan has met the basic conditions and been successful at referendum, as such the Council will be in breach of its statutory duty under the Town and County Planning Act 1990 if the Plan is not adopted.

LEGAL IMPLICATIONS: [Officer: SC Date: 21/03/22]

17. In accordance with section 38A (4) of the Planning and Compulsory Purchase Act 2004 the Council is legally obliged to formally adopt a Neighbourhood Plan which has been through a successful referendum (the majority of those voting must agree to it), provided that the Local Planning Authority is satisfied that it does not breach, nor would it otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).
18. Following the adoption of the plan, the Council has to comply with publicity requirements as set out in section 38A (9) and (10) Planning and Compulsory Purchase Act 2004 (as amended) and Regulations 19 and 20 of the Neighbourhood Planning (General) Regulations 2012 (as amended). The Council must publish a Decision Statement which sets out its reasons for the decision to formally adopt the Neighbourhood Plan, publish the Neighbourhood Plan and Decision Statement on its website and send a copy of the Decision Statement to Rossington Parish Council and anyone who asked to be notified of the decision. A hard copy should also be made available for inspection (i.e. at a local library).
19. If Neighbourhood Plan is formally adopted by the Council it then forms part of the borough's Development Plan and will be taken in to consideration when determining planning applications within the designated boundary of the Rossington Neighbourhood Plan.

FINANCIAL IMPLICATIONS [Officer: BC 22/03/2022]

20. There are no direct financial implications associated with the formal adoption of the Rossington Neighbourhood Plan.
21. For information, the Government recently consulted on changes to the Community Infrastructure Levy, including for it to be replaced with a new Infrastructure Levy. However, at the time of drafting, it should be noted that if the Community Infrastructure Levy is introduced in Doncaster based on the current system, then communities with neighbourhood plans in place will benefit from 25% of the revenues arising from developments in their area, with the remainder being available to the wider infrastructure requirements of Doncaster Council's whole area. The amount is reduced to 15% (capped at £100 per existing house) in areas without an adopted Neighbourhood Plan. Currently the law is clear that S106 monies received by Doncaster Council must be spent on infrastructure requirements that have arisen directly as a result of a new development taking place.

HUMAN RESOURCES IMPLICATIONS [Officer: DK Date: 21/03/2022]

22. There are no direct HR Implications in relation to this report and the proposal to introduce the Rossington Neighbourhood Development Plan.

TECHNOLOGY IMPLICATIONS [Officer: PW Date: 21/03/2022]

23. There are no anticipated technology implications associated with this decision.

HEALTH IMPLICATIONS [Officer: EW Date: 22/03/2022]

24. Neighbourhoods are places where people live, work, and play and have a sense of belonging. The design of a neighbourhood can contribute to the health and well-being of the people living there.
25. Several aspects of neighbourhood design (walkability and mixed land use) can also maximise opportunities for social engagement and active travel; it can also influence individual physical activity levels, travel patterns, social connectivity, mental and physical health outcomes. Public Health has worked with Rossington Parish Council during the development of the Plan and this is reflected in the adopted version. Each section has been underpinned by policy to ensure future development of the area recognises the importance a well-designed neighbourhood has on the health and wellbeing of the residents.
26. Public Health supports the recommendation to adopt the Neighbourhood Plan.

EQUALITY IMPLICATIONS [Officer: TH Date: 18/03/2022]

27. Planning applications for new developments in Rossington's designated boundary (i.e. Parish Boundary) will be determined in accordance with the policies in the appropriate Neighbourhood Plan that have been developed in consultation with the local community. The Plan has subsequently been examined by an independent examiner and modified in accordance with their recommendations to ensure that they meet all the required legal tests.

CONSULTATION

28. All Neighbourhood Plans are subject to consultation at various stages of their preparation. For example, a pre-draft Plan is submitted and consulted on for initial comments, the Draft plan is subject to formal consultation for a minimum of 6 weeks before being formally submitted to Doncaster Council. The LPA are then required to carry out its own consultation on the plan before it can be submitted to the independent examination stage. Allowing ample opportunity for input and influence from any interested stakeholder as well as statutory consultees to make comment on. The responsibility for consultation lies with the Town Council, the LPA recommend that Ward members, MP's and other stakeholders are consulted during the development of the Neighbourhood Plan.
29. The Neighbourhood Plan is examined by an independent examiner and must be accompanied by a Consultation Statement demonstrating that the legal requirements of consultation have been met. Ultimately, the Neighbourhood Plan is voted for by the local community at a referendum hence the importance that the community are engaged with the plan from an early stage

30. A corporate report was circulated to Members of the Overview and Scrutiny Management Committee and Regeneration and Housing Overview and Scrutiny Panel to consider the Adoption of Rossington Neighbourhood Plan, and support the adoption of the Plan. No comments were received.

BACKGROUND PAPERS

31. The following links provide a copy of the Rossington Neighbourhood Plan, further background information in respect to the consultations and statutory stages, the Neighbourhood Planning Regulations and the National Planning Practice Guidance.

Rossington Neighbourhood Development Plan (MODIFIED)
[rossington neighbourhood planning referendum - doncaster council](#)

Rossington Neighbourhood Plan website
[rossington neighbourhood development plan - doncaster council](#)

Neighbourhood Planning (General) Regulations 2012
<http://www.legislation.gov.uk/uksi/2012/637/contents/made>

Neighbourhood Planning (General) (Amendment) Regulations 2015
<http://www.legislation.gov.uk/uksi/2015/20/contents/made>

The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016
http://www.legislation.gov.uk/uksi/2016/873/pdfs/uksi_20160873_en.pdf

National Planning Practice Guidance: Neighbourhood Plans
<http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/>

National Planning Policy Framework (2021)
[national planning policy framework \(publishing.service.gov.uk\)](#)

Planning and Compulsory Purchase Act 2004
<http://www.legislation.gov.uk/ukpga/2004/5/contents>

REPORT AUTHOR & CONTRIBUTORS

Teresa Hubery
Senior Planning Officer, Planning Policy & Environment Team
01302 734857 teresa.hubery@doncaster.gov.uk

Jonathan Clarke
Planning Policy and Environment Manager
01302 735316 Jonathan.Clarke1@doncaster.gov.uk

Dan Swaine
Director of Economy and Environment

This page is intentionally left blank