



Public Document Pack
**City of
Doncaster
Council**

Would you please note that a Labour Group Meeting will be held at 10.00 a.m. in the Mansion House.

Agenda

To all Members of the
COUNCIL

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

Venue: Ballroom, Mansion House, Doncaster

Date: Friday, 19th May, 2023

Time: 11.30 am

Please note the capacity at the Mansion House for Part 1 of the meeting is limited and anyone wishing to attend should contact Governance Services on tel: 01302 736709/735682/737662 by 4pm on Thursday 18th May to reserve a place.

BROADCASTING NOTICE

The second part of the meeting, to be held in the Civic Chamber, 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, 11 May 2023

Governance Officer for this meeting

Sarah Maxfield
01302 736723

City of Doncaster 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 27th February, 2023. 3 - 32
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. Notification by the Elected Mayor of the Composition of the Executive and the Elected Mayor's Scheme of Delegations. 33 - 36
11. Council appointed Committees and Sub-Committees Terms of Reference for 2023/24. 37 - 48
12. Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees. 49 - 66
(Notice - Approval of alternative arrangements for appointments to some Committees and Sub-Committees on a non-proportionate basis, is to be considered).
13. Appointment of Chairs and Vice-Chairs of Committees and Sub-Committees. 67 - 72
14. Council Appointments to Outside Bodies 2023/24. 73 - 86
15. Diary of Meetings 2023/25. 87 - 116
16. Member Development Programme: Review of 2022/23 & Proposals for 2023/24. 117 - 128
17. Adoption 'Making' of the Auckley Neighbourhood Development Plan. 129 - 136

Annual Council Friday 19th May, 2023

Inauguration of Chair and Vice Chair of Council - Procedure

1. The Annual Council will be in two parts. Part 1, held at the Mansion House, covers the inauguration of the Chair and Vice-Chair of Council (also known as the Civic Mayor and Deputy Civic Mayor when not in the Council Chamber) for the forthcoming municipal year. The election to the positions appears as items 2 and 3 on the agenda. Part 2, to be held in the Council Chamber in the Civic Office, covers the remaining reports and agenda items to be presented to Council.
2. The inauguration will take place in the Ballroom of the Mansion House, commencing at 11.30 a.m. Elected Members and DMBC Officers will be seated in the front two sections of seating. Invited guests and members of the public will be seated to the rear of the Ballroom.
3. There will be reserved seating on the stage for the retiring Chair of Council, Councillor Ian Pearson and partner, the retiring Vice-Chair of Council, Councillor Duncan Anderson and the Mayoress, the Civic Chaplain, Canon Reverend David Stevens and the Chief Executive, Damian Allen. The Macebearer will be seated adjacent to the stage. (In addition, there will be reserved seating for the Junior Civic Mayor on the front row of seats in the Ballroom)
4. The Governance Officers will be temporarily relocated to the right side of the Ballroom.
5. The Macebearer will lead the Chair and Vice-Chair of Council (and their respective partners) into the Ballroom together with the Canon Reverend David Stevens, Chief Executive and Junior Civic Mayor who (with the exception of the JCM) will then be seated on the stage.
6. Chair of Council, Councillor Ian Pearson, will invite the Civic Chaplain, Canon Reverend David Stevens to say prayers. He will then formally open the meeting.

Agenda Item 2

7. Chair of Council, Councillor Ian Pearson, will invite nominations for the post of Chair of Council for 2023/2024. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers.
8. Chair of Council, Councillor Ian Pearson, will declare the result and the Macebearer will transfer the Chain of Office to the newly elected Chair of Council. The Chief Executive will invite the new Chair to take the Declaration and sign the register. The Chief Executive will countersign the register.

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

Presentations and Vote of Thanks

13. The Macebearer will lead the new Chair, their consort and Vice-Chair of Council into the Ballroom together with the Canon Reverend David Stevens and the Chief Executive, who will then be seated on the stage.
14. The Chair of Council will invite Councillor Ian Pearson, former Chair of Council and his partner Sue Pearson to the front of the stage for the Chief Executive to present them with his commemorative badge and flowers.
15. The newly elected Chair of Council will address the Council.
16. A basket of flowers will be presented to the new Chair of Council's Mayoress.
17. Members will have the opportunity to give a Vote of Thanks to Councillor Ian Pearson, former Chair of Council. Councillor Pearson may wish to respond.
18. The Chair of Council will declare Part 1 of the meeting closed and call for an adjournment until 2.00 p.m.
19. 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.

Public Document Pack Agenda Item 8

CITY OF DONCASTER COUNCIL

COUNCIL

MONDAY, 27TH FEBRUARY, 2023

A MEETING of the COUNCIL was held in the COUNCIL CHAMBER, CIVIC OFFICE, WATERDALE, DONCASTER DN1 3BU, on MONDAY, 27TH FEBRUARY, 2023, at 2.00 pm.

PRESENT:

Chair - Councillor Ian Pearson
Vice-Chair - Councillor Duncan Anderson
Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillors Bob Anderson, Iris Beech, Laura Bluff, Nigel Cannings, James Church, Gemma Cobby, Phil Cole, Jane Cox, Steve Cox, Linda Curran, Aimee Dickson, Susan Durant, Sue Farmer, Sean Gibbons, Julie Grace, Martin Greenhalgh, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Barry Johnson, Jake Kearsley, Majid Khan, Jane Kidd, Sue Knowles, Tracey Moran, John Mounsey, Emma Muddiman-Rawlins, Tim Needham, David Nevett, Jane Nightingale, Thomas Noon, Rob Reid, Andrea Robinson, Dave Shaw, Glynis Smith, Sarah Smith, Gary Stapleton and Austen White.

APOLOGIES:

Apologies for absence were received from Councillors Nick Allen, Lani-Mae Ball, Nigel Ball, Joe Blackham, Rachael Blake, Glenn Bluff, Bev Chapman, Yetunde Elebuion, Richard A Jones, Sophie Liu, Andy Pickering and Cynthia Ransome.

57 Declarations of Interest, if any

In accordance with the Members' Code of Conduct, Councillors Bob Anderson, Steve Cox, Linda Curran, Susan Durant, Sue Farmer, Charlie Hogarth, Aimee Dickson, Mark Houlbrook, Jake Kearsley, Jane Nightingale and Sarah Smith, declared a non-disclosable interest in Agenda Item 11, the Housing Revenue Account Budget 2023/24 to 2026/27 report.

58 Minutes of the Council Meeting held on 19th January, 2023

RESOLVED that the minutes of the Council Meeting held on 19th January, 2023, a copy of which had been circulated to each Member, be agreed as a true record and signed by the Chair of Council.

59 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:-

"It is now one year since President Putin launched his barbaric and illegal invasion of Ukraine.

My sympathy goes out to the people of Ukraine who are fighting for their freedom and facing difficult odds. It is vital that Ukraine win this war, if not then Putin has made his views quite clear that he does not acknowledge the borders of the now independent and sovereign states of the former USSR.

Estonia, Latvia, Lithuania or even Poland, would be at risk if Ukraine were to fall to Putin, and let's not hide from the fact that if he were to invade any NATO country then the United Kingdom and the rest of NATO, would be obliged to join the conflict.

The actions of Russia under Putin, reminds us that we must stand up to misinformation, conspiracy theories and bully boy tactics whether this be at home or abroad.

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 stands with Ukraine during this difficult time, it makes anything that we think is difficult in this country pale into insignificance when we see what the people of Ukraine are having to endure.

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

Councillor Rachael Blake, Cabinet Member for Children's Social Care, Communities and Equalities, made the following announcement:-

“Doncaster has recently been successful in being awarded over £3.5m as part of the 'Best Start to Life' programme; this will build on our already successful Family Hubs across Doncaster.

Doncaster is recognised by Government as a model for how Family Hubs across the country should operate and our Family Hub provision is widely seen as best practice, as we focus on the work around the 'First 1001 Days' and integrated working with communities and GPs.

This new funding will run up to the end of March 2025, and we have already started to allocate the funding by investing in capacity that will ensure a better connection between the universal and targeted offer. We have also introduced capacity that will make it easier for the partnership to engage with families and communities.

Our Family Hubs evolved from what was our Sure Start Centres and this Labour Council has continued to focus on the vital services Sure Start provided. It is rather ironic that the Government is now coming round to our way of thinking and wanting to see our Family Hub model rolled out across the country. Maybe, if they had not cut Sure Start services in the first place, Early Years services across the country would not be in the state they currently are.

Doncaster Family Hubs are the 'place to go'. We work with other providers to offer a range of activities, services and information for our residents and their family. Think of any service you may need from Day Care and Early Learning to Schools and

Education, midwives to health visitors and mental health, advice on parenting to family support and adult learning to employment opportunities.

Our Family Hubs are a key part of our communities and I am proud that this Labour Council continues to fund them. This additional funding and acknowledgement from Government is proof that we are delivering for our families across Doncaster.”

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

(a) Question from Miss Kanisha Snape to the Mayor of Doncaster, Ros Jones:-

“As care experienced young people in Doncaster, we should be able to thrive, grow and reach our full potential without the fear of prejudice. In order to tackle the stigma and discrimination that care experienced people face every day, would you as the Mayor and Lead Member of the Local Authority who are our Corporate Parents, support the national campaign in making care experience a protected characteristic here in Doncaster?”

Mayor Ros Jones gave the following response:-

“Thank you Kanisha for your question and for coming to this meeting of Full Council.

You represent a key part of the Doncaster population and it is simply not fair that you or anyone in care or from care, should have to tackle stigma or discrimination. You are a resident of Doncaster just like anyone else.

We have a Motion before us today, that will make care experience a protected characteristic. I will be supporting this Motion and I hope all Councillors will do the same.

This Motion helps demonstrate our commitment and I will be bringing forward a formal decision on 29th March to Cabinet as part of our Review of the Early Development Institute Framework and Protected Characteristics.”

In accordance with Council Procedure Rule 13.10, Miss Snape asked the following supplementary question:-

“Thank you for your answer. I do have a further question, but I would like to give a little context to why we feel it is important for care experience to become a protected characteristic. Today, even in 2023, being in care carries a massive stigma. In our Hear Me Out Group, a voice group for young people with care experience, we discussed this after the Josh McAlister Care Review came out and we all feel really strongly that this will be beneficial to us, and that it needs to change. We have all experienced stigma and discrimination throughout our lives, which will impact us for the rest of our lives.

We have all been told many times over, that being in care is not something we should be ashamed of, that it is not our fault or anything that we did. The mistakes that were made were not our mistakes. Yet, we are judged, discriminated against and feel punished because of it.

Could I ask, would the inclusion of care experience as a protected characteristic mean that the thoughts, experiences and views of care experience young people, be sought as the Council develops its policies, procedures and plans?”

Mayor Ros Jones gave the following response:-

“We will ensure all your requirements are met and will be included in the report that will come back to Cabinet. Thank you for being brave enough to come and point out what we need to do.”

61 Corporate Plan 2023/24

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of a revised Corporate Plan for 2023/24, which set out the Council's contributions to the Team Doncaster Borough Strategy (Doncaster Delivering Together, DDT), and its central mission; Thriving People, Places and Planet, and summarised the DDT wellbeing goals and Great 8 priorities, and identified the Council key priorities/actions under each of the DDT Great 8 Priorities, and priorities needed to become a 'Regenerative Council'.

The Mayor reflected on some of the Council's key achievements over the last year as follows:-

- Support for residents and businesses in the recovery from the Covid pandemic and during the current cost of living crisis which had included £27m of financial support to residents;
- Published Doncaster's first set of Locality Plans, developed alongside local residents and businesses, to help address the things they were most concerned about;
- Continued the new Council House Build Programme and our decarbonisation of Council homes, buildings and vehicles;
- Flood mitigation work had also continued and a number of additional parks had received Green Flag status;
- Undertaken Town Centre regeneration works, marketing and business liaison and support, contributing to increased footfall and economic activity;
- The successful transition of the Children's Trust back into the Council, and the provision and coordination of support for Ukrainian families fleeing the war in their own country; and
- This activity and more had helped Doncaster achieve City Status along with hosting His Majesty King Charles the third and the Queen Consort, during their conferment visit.

Members noted that the Corporate Plan was not a full delivery plan for the whole of the Borough Strategy as the Council was one of many Team Doncaster partners that would contribute to delivering the Borough Strategy.

RESOLVED that the 2023/24 Corporate Plan, be approved.

62 Capital Strategy and Capital Budget 2023/24 - 2026/27

Prior to Council's consideration of the report, the Chair of Council, Councillor Ian Pearson, 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, 2023/24 to 2026/27.

The Mayor stated that the Council continued to invest in the future of the Borough despite the tough economic climate with £493m of capital investment planned over the next four years, which would continue to stimulate growth and prosperity, with £195m of investment planned for 2023/24. 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 £220.6m investment in the Council's social housing stock over the next four years, covering maintenance, adaptations and the new build programme, and £11.5m being invested over the next four years on flood alleviation measures to provide greater protection to 738 residential properties which suffered from internal flooding during the November 2019 flood.

Members noted that in respect of Council housing, across the 4 year programme, £32.5m had been allocated to acquire more Council house properties which would accelerate the delivery of 232 homes at a time when need was greatest, and the homelessness system needed a much needed boost in order to alleviate some of the current cost of living challenges facing residents. In addition, £22.7m over the four year programme, would be spent on investment in energy efficiency works across the housing stock, to reduce energy consumption and respond to climate change.

It was reported that the Council would continue to invest in its Leisure Centres with the Dome and Thorne in line for key improvements this year. In respect of Edlington Leisure Centre, following the lack of Government funding through the Levelling Up Fund (LUF) Round 2, the Council hoped to resubmit for LUF3, but at this stage, it did not know when this would be announced or the criteria.

The Capital Budget also included £46.2m investment in the Towns Fund Programme which included £20.6m for works in Stainforth, including the restoration and lighting of the colliery headstocks, a new community hub and improved station access being among a number of planned projects in the area, and Doncaster City Centre would benefit from £25.6m of investment in the Station Gateway improvements.

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

For - 37

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

Against - 0

Abstain - 7

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon 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 34 to 74 of the report, be approved;
- (2) the Capital Programme for 2023/24 to 2026/27, as detailed within paragraphs 12 to 33 of the report, be approved; and
- (3) Directors, in consultation with the Portfolio Holder, take responsibility for allocating the block budgets to specific schemes in the Capital Programme, which were identified within Appendix 1, and included the Retained Buildings Programme, School Condition Programme and Integrated Transport Block.

63 The Treasury Management Strategy Statement 2023/24 - 2026/27

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Treasury Management Strategy Statement for 2023/24 to 2026/27, 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. 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.

It was reported that there had been a number of changes to the report this year, as a result of the Treasury Management Code of Practice being revised, which were summarised as follows:-

- The Council was now required to produce a full mid-year report and a detailed outturn report showing performance against the key indicators;

- Training for all Members with responsibility for Treasury Management, was now required;
- The introduction of a new indicator, the 'Debt liability benchmark', which showed the Council's optimum borrowing level and where its current borrowing sat against that; and
- The inclusion of Environmental, Social & Governance considerations in the investment strategy.

Members noted that the key issue to take from the report was that the Council remained under borrowed and was using its internal resources to reduce the need to borrow whilst interest rates were high.

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

For - 37

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

Against - 0

Abstain - 7

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon 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 2023/24 to 2026/27 report and the Prudential Indicators included, be approved; and
- (2) the Minimum Revenue Provision Policy, as detailed within paragraphs 41 to 42 and Appendix B of the report, be approved.

64 Revenue Budget 2023/24 - 2025/26

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Revenue Budget proposals for 2023/24 to 2025/26.

The Mayor reported that despite the significant financial challenges and ongoing uncertainty around Government funding, the proposals set a balanced budget whilst maintaining investment in the Borough and protecting the most vulnerable in the communities. The Council now had 27% less to spend on services in real terms than it did in 2010/11, which created challenges and represented a £340 reduction per resident. 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. An additional £7.5m had been allocated for the Fair Cost of Care to help address market sustainability, and an additional £6m to recognise the additional costs of children's social care.

The Mayor pointed out that some difficult decisions had been made to balance the budget and meet an overall recurrent budget gap of £10.2 million in 2023/24. The savings which had been necessary, minimised the impact on service delivery and would be delivered through close management of budgets and achieving efficiencies through improved working practices, and better use of technology where possible. Overall, these budget proposals met the £22.3m budget gap over the 3 years. Subsequently, due to the pressures and future risks, a Council Tax increase of 1.99% was being proposed alongside a further 2% increase for Adult Social Care, which resulted in a total Council Tax rise of 3.99%, as opposed to the 5% maximum which was suggested by Government. This was unlike the majority of other Councils across the Country that were increasing Council Tax by the full 5%, and meant that Doncaster would continue to have the lowest Council Tax in South Yorkshire, and one of the lowest in the Country for a comparable Council.

Members were informed that to offset the impact of this and to help support those residents who were struggling, the new Council Tax Support Fund grant of £0.6m would be used to provide a £25 reduction to the Council Tax liabilities of working age and pension age Council Taxpayers who were in receipt of benefits. This was estimated to cost £0.2m. The balance of the funding would be used to boost the Local Assistance Scheme Budget at a time when it was needed to support people dealing with cost of living increases. From 2024/25, £0.3m would be added to the Local Assistance Scheme on a permanent basis.

The Mayor also stated that in order to support City Centre businesses and residents, she was proposing to freeze the parking charges at Council operated car parks; she wished to offer completely free car parking, but unfortunately with the current state of Local Government funding, this was simply not affordable. With still no certainty from Government about funding beyond the next year, it was hard to plan ahead, but the Council was financially well managed and she would do whatever she could to mitigate the impacts of uncertainty.

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.

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

For - 37

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

Against - 0

Abstain - 7

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

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

RESOLVED that the Revenue Budget for 2023/24 to 2025/26, 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 £585.8m and a net Revenue Expenditure Budget of £255.8m, as detailed within Appendix A;
- (3) Council Tax increasing by 3.99% to £1,571.32 for a Band D property (£1,047.55 for a Band A) for 2023/24. This includes:-
 - (i) 1.99% Council Tax increase, equating to an increase of £30.07 for a Band D property per annum, 58p per week (£20.05 for a Band A per annum, 38p per week); and
 - (ii) 2% Government Adult Social Care precept, equating to an increase of £30.22 for Band D property per annum, 58p per week (£20.15 for a Band A per annum, 39p per week).
- (4) the Revenue Budget proposals for 2023/24, as detailed within Appendix B (pressures £17.2m) and Appendices C and D (savings £10.9m) of the report;
- (5) the 2023/24 Grants to 3rd Sector Organisations, as detailed within paragraph 54 and Appendix F of the report;
- (6) the fees and charges proposed for 2023/24 at Appendix G of the report; and
- (7) the Chief Financial Officer's positive assurance statements be noted, as detailed within paragraphs 62 to 78 of the report.

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 2023/24 financial year, and the medium-term financial forecast for the next three years, which had a balanced budget.

The Deputy Mayor reported that the Council was proposing that housing rents increase by 5% plus a further 2% to go towards the acquisition of roughly 230 additional properties over a four year period, to help address housing demand issues in the City. This would be a total rent increase of 7% for 2023/24 which is in line with Government policy, and that the average rent in Doncaster would continue to be the lowest of all South Yorkshire Councils and in the lowest 10 for the whole Country at £81.51 per week.

The Deputy Mayor stated that the Council had carefully considered this recommendation due to the current tough times, but approximately 72% of tenants would have their housing benefit or universal credit payment increased to cover the impact of this change. He pointed out that the average private rent in Doncaster was roughly £650 per month, whereas Council rents were on average £353 per month.

Members noted that there were nearly 8,000 people on the housing register and that the Council House New Build Programme would help to alleviate this in the medium-term, but the Right to Buy Scheme continued to erode the housing stock. The demand on services and the need for investment in Council properties, continued to rise and all of this was paid for from tenants' rents.

The Deputy Mayor emphasised that he wanted Council tenants to be able to sustain their tenancies and that Council staff were available to assist with this, and also with maximising their income and reducing outgoings. Poverty and especially fuel poverty, was a concern to the Council, which had been and would continue to invest heavily in energy efficiency improvements across all of its housing stock. The Council was on track to achieve EPC level C for all of its properties by 2030; almost 50% of the planned Housing Capital Investment Programme for next year would be on investment, which would improve the energy efficiency of its properties. Over 3,500 properties had received some investment in energy efficiency works in the last two years, and a further 3,500 would receive energy efficiency investment in the next two years.

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

For - 37

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

Against - 0

Abstain - 7

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon 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 3rd April, 2023 by 7%, as detailed within paragraphs 8 to 12 of the report in line with Government policy. This will increase average weekly rent by £5.33, resulting in an average rent of approximately £81.51 per week. Rents will be charged every week of the year;
- (2) the budget proposals for the HRA for 2023/24, which are contained within Appendix A to the report; these proposals set a balanced budget for the HRA and maintain a reserve of £3.8m; and
- (3) fees and charges, as detailed within paragraph 16 of the report.

66 Council Tax Setting and Statutory Resolutions 2023/24

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 2023/24.

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 3.99% for 2023/24 to £1,571.32. The proposals included an increase in the core Council Tax of 1.99%, as set out in the 2023/24 Revenue Budget report, and an increase in the Adult Social Care precept of 2.0%.

It was reported that over 87% of domestic properties in Doncaster fell into Bands A, B and C with almost 58% falling in Band A. The proposals equated to a charge of £1,047.55 for a Band A property, which was an increase of 77p 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 4.43% for Doncaster residents.

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

For - 37

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

Against - 0

Abstain - 7

Councillors Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon 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 2023/24 of £1,571.32 for the City of Doncaster Council services and passed the appropriate Statutory Resolutions, as detailed and recommended within Appendix B of the report, which incorporated the Council Taxes of the Joint Authorities, subject to final ratification, and which, taken together with Doncaster's 3.99% increase, represented a 4.43% increase from the 2022/23 Council Tax for Doncaster residents.

67 Annual Pay Policy Statement 2023/24

The Council considered a report on the Annual Pay Policy Statement for 2023/24, which was presented by Councillor Jane Nightingale, Cabinet Member for Corporate Resources, 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 some significant changes to the ratios this year due to the 2022/23 national pay award being agreed and implemented;
- (ii) The ratio between the highest paid employee salary of the Chief Executive, £173,211 and the lowest employee salary of £20,285 had positively reduced from 9.46 to 8.55 to 1 this year;

- (iii) The ratio between the highest employee salary and average employee salary has slightly reduced from 6.13 to 5.64 to 1, although the average salary had increased by £3,188 per annum;
- (iv) All pay ratios remained well within the threshold considered by the Hutton Review that should be no greater than 20 to 1; and
- (v) The Council remained committed to reduce the pay difference and increase low pay.

RESOLVED that the Pay Policy Statement for 2023/24, be approved.

68 Request to change the name of the Parish of Barnburgh with Harlington

The Council considered a report which outlined a request which had been received from Barnburgh with Harlington Parish Council to change the name of the Parish area to Barnburgh and Harlington.

It was reported that Section 75 of the Local Government Act 1972 allowed Principal Councils, at the request of a Parish Council within the area, to change the name of a Parish. Subsequently, a request had been received from Barnburgh with Harlington Parish Council seeking the City of Doncaster Council's approval as the Principal Authority, for a change of name of Barnburgh with Harlington Parish. It was agreed at the Parish Council's meeting held on 18th January, that it become Barnburgh and Harlington on the basis that Barnburgh and Harlington was the name that the Parish was more generally known by. It had been used locally for a significant length of time and was used on all title deeds.

Members noted that under Part 3 of the Council's Constitution, requests of this nature were determined by Full Council, following a recommendation by the Elections and Democratic Structures Committee, and accordingly, at its meeting held on 7th February 2023, the Committee agreed to recommend to Council that the request to change the Parish name of Barnburgh with Harlington be approved.

RESOLVED that

- (1) the Barnburgh with Harlington Parish be renamed Barnburgh and Harlington Parish; and
- (2) a notice be published and circulated in accordance with the statutory requirements, as detailed within paragraph 14 of the report.

69 To consider the following Motion, written notice of which has been given by Councillor Lani-Mae Ball and Seconded by Councillor Rachael Blake, in accordance with Council Procedure Rule 16.1

In accordance with Council Procedure Rule 16.1, a Motion was submitted by Councillor Lani-Mae Ball and Seconded by Councillor Rachael Blake. In the absence of Councillor Lani-Mae Ball, Councillor Rachael Blake Moved the Motion which was Seconded by Councillor Glynis Smith:-

“The City of Doncaster Council notes the campaign to make care experienced a protected characteristic and that Cumberland, Westmorland and Furness, Redcar and Cleveland, Ashfield, Wigan, Manchester, Edinburgh, Nottingham, Nottinghamshire, Sefton and Lambeth Councils have already done this.

The City of Doncaster Council notes that Cara, Rebecca, Kanisha, Courtney, Chelsea and Fay from the Doncaster ‘Hear me out’ Group, have championed this Motion in Doncaster and they have asked us as their corporate parents, to back them in creating a better future for all care experienced people, no matter where they are from.

The City of Doncaster Council believes that Care experienced people face significant barriers that impact them throughout their lives:-

- Despite the resilience of many care experienced people, society too often does not take their needs into account;
- Care experienced people often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system;
- Care experienced people often face a postcode lottery of support;
- As corporate parents, Councillors have a collective responsibility for providing the best possible care and safeguarding for the children who are looked after by us as an Authority;
- All corporate parents should commit to acting as mentors, hearing the voices of looked after children and young people, and to consider their needs in any aspect of Council work;
- Councillors should be champions of our looked after children and challenge the negative attitudes and prejudice that exists in all aspects of society; and
- The Public Sector Equality Duty requires public bodies, such as Councils, to eliminate unlawful discrimination, harassment and victimisation of people with protected characteristics.

The City of Doncaster Council therefore resolves:-

1. When making any decisions in relation to its policies or formulating its Council Plan, that it recognises that care experienced people are a vulnerable group who face discrimination;
2. That it recognises that Councils have a duty to put the needs of vulnerable people at the heart of decision-making through co-production and collaboration;
3. That in the delivery of the Public Sector Equality Duty, the Council includes care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a Protected Characteristic in services and employment;

4. That this Council will treat care experience as if it were a Protected Characteristic so that future services and policies made, and adopted by the Council, should be assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a Protected Characteristic;
5. To formally call upon all other bodies including 'Team Doncaster', to treat care experience as a Protected Characteristic until such time as it may be introduced by legislation;
6. To formally call upon all other bodies including 'Team Doncaster', to adopt corporate parenting for children in care and care experienced people, until such time as it may be introduced by legislation; and
7. For the Council to proactively seek out and listen to the voices of care experienced people when developing new policies based on their views."

The Chair afforded all Members in the Chamber the opportunity to speak on the Motion.

A vote was taken on the Motion proposed by Councillor Rachael Blake, which was declared as follows:-

For - 44

Against - 0

Abstain - 0

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

RESOLVED that

The City of Doncaster Council notes the campaign to make care experienced a protected characteristic and that Cumberland, Westmorland and Furness, Redcar and Cleveland, Ashfield, Wigan, Manchester, Edinburgh, Nottingham, Nottinghamshire, Sefton and Lambeth Councils have already done this.

The City of Doncaster Council notes that Cara, Rebecca, Kanisha, Courtney, Chelsea and Fay from the Doncaster 'Hear me out' Group, have championed this Motion in Doncaster and they have asked us as their corporate parents, to back them in creating a better future for all care experienced people, no matter where they are from.

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- Despite the resilience of many care experienced people, society too often does not take their needs into account;

- Care experienced people often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system;
- Care experienced people often face a postcode lottery of support;
- As corporate parents, Councillors have a collective responsibility for providing the best possible care and safeguarding for the children who are looked after by us as an Authority;
- All corporate parents should commit to acting as mentors, hearing the voices of looked after children and young people, and to consider their needs in any aspect of Council work;
- Councillors should be champions of our looked after children and challenge the negative attitudes and prejudice that exists in all aspects of society; and
- The Public Sector Equality Duty requires public bodies, such as Councils, to eliminate unlawful discrimination, harassment and victimisation of people with protected characteristics.

The City of Doncaster Council therefore resolves:-

1. When making any decisions in relation to its policies or formulating its Council Plan, that it recognises that care experienced people are a vulnerable group who face discrimination;
2. That it recognises that Councils have a duty to put the needs of vulnerable people at the heart of decision-making through co-production and collaboration;
3. That in the delivery of the Public Sector Equality Duty, the Council includes care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a Protected Characteristic in services and employment;
4. That this Council will treat care experience as if it were a Protected Characteristic so that future services and policies made, and adopted by the Council, should be assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a Protected Characteristic;
5. To formally call upon all other bodies including 'Team Doncaster', to treat care experience as a Protected Characteristic until such time as it may be introduced by legislation;
6. To formally call upon all other bodies including 'Team Doncaster', to adopt corporate parenting for children in care and care experienced people, until such time as it may be introduced by legislation; and
7. For the Council to proactively seek out and listen to the voices of care experienced people when developing new policies based on their views.

70 To consider the following Motion, written notice of which has been given by Councillor Gemma Cobby and Seconded by Councillor Emma Muddiman-Rawlins, in accordance with Council Procedure Rule 16.1:-

In accordance with Council Procedure Rule 16.1, a Motion was submitted by Councillor Gemma Cobby and Seconded by Councillor Emma Muddiman-Rawlins:-

“Full Council notes that:-

1. The pressure on organisations to pay their fair share of tax has never been stronger;
2. Polling from the Institute for Business Ethics finds that ‘corporate tax avoidance’ has, since 2013, been the clear number one concern of the British public when it comes to business conduct;
3. Two thirds of people (66%) believe the Government and Local Councils should at least consider a company’s ethics and how they pay their tax, as well as value for money and quality of service provided, when awarding contracts to companies;
4. Around 17.5% of public contracts in the UK have been won by companies with links to tax havens;
5. It has been conservatively estimated that losses from multinational profit-shifting (just one form of tax avoidance) could be costing the UK some £17bn per annum in lost Corporation Tax revenues; and
6. The Fair Tax Mark offers a means for business to demonstrate good tax conduct, and has been secured by a wide range of businesses across the UK, including FTSE-listed PLCs, co-operatives, social enterprises and large private businesses.

Full Council believes that:-

1. Paying tax is often presented as a burden, but it shouldn’t be;
2. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies;
3. As recipients of significant public funding, Local Authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property;
4. Where councils hold substantive stakes in private enterprises, influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned;
5. More action is needed, however, as current and proposed new UK procurement law significantly restricts Councils’ ability to either penalise

poor tax conduct (as exclusion grounds are rarely triggered) or reward good tax conduct, when buying goods or services; and

6. UK Cities, Counties and Towns can and should stand up for responsible tax conduct; doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

Full Council resolves to:-

1. Approve the Councils for Fair Tax Declaration;
2. Lead by example and demonstrate good practice in our tax conduct, right across our activities;
3. Ensure IR35 is implemented robustly and contract workers pay a fair share of employment taxes;
4. Not use offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty;
5. Undertake due diligence to ensure that not-for-profit structures are not being used inappropriately by suppliers as an artificial device to reduce the payment of tax and business rates;
6. Demand clarity on the ultimate beneficial ownership of suppliers UK and overseas, and their consolidated profit and loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing;
7. Promote Fair Tax Mark certification, especially for any business in which we have a significant stake and where Corporation Tax is due;
8. Support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses who are proud to promote responsible tax conduct and pay their fair share of corporation tax; and
9. Support calls for urgent reform of UK procurement law to enable Local Authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.”

The Chair afforded all Members in the Chamber the opportunity to speak on the Motion.

A vote was taken on the Motion proposed by Councillor Gemma Cobby, which was declared as follows:-

For - 39

Against - 0

Abstain - 1

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

RESOLVED that

Full Council notes that:-

1. The pressure on organisations to pay their fair share of tax has never been stronger;
2. Polling from the Institute for Business Ethics finds that 'corporate tax avoidance' has, since 2013, been the clear number one concern of the British public when it comes to business conduct;
3. Two thirds of people (66%) believe the Government and Local Councils should at least consider a company's ethics and how they pay their tax, as well as value for money and quality of service provided, when awarding contracts to companies;
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2. Tax enables us to provide services from education, health and social care, to flood defence, roads, policing and defence. It also helps to counter financial inequalities and rebalance distorted economies;
3. As recipients of significant public funding, Local Authorities should take the lead in the promotion of exemplary tax conduct; be that by ensuring contractors are paying their proper share of tax, or by refusing to go along with offshore tax dodging when buying land and property;
4. Where councils hold substantive stakes in private enterprises, influence should be wielded to ensure that such businesses are exemplars of tax transparency and tax avoidance is shunned;
5. More action is needed, however, as current and proposed new UK procurement law significantly restricts Councils' ability to either penalise poor tax conduct (as exclusion grounds are rarely triggered) or reward good tax conduct, when buying goods or services; and

6. UK Cities, Counties and Towns can and should stand up for responsible tax conduct; doing what they can within existing frameworks and pledging to do more given the opportunity, as active supporters of international tax justice.

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6. Demand clarity on the ultimate beneficial ownership of suppliers UK and overseas, and their consolidated profit and loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing;
7. Promote Fair Tax Mark certification, especially for any business in which we have a significant stake and where Corporation Tax is due;
8. Support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses who are proud to promote responsible tax conduct and pay their fair share of corporation tax; and
9. Support calls for urgent reform of UK procurement law to enable Local Authorities to better penalise poor tax conduct and reward good tax conduct through their procurement policies.

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

A. Questions on Notice

In accordance with Council Procedure Rule 15.2, the Chair accepted the following questions from Elected Members during "Question Time":-

(a) From Councillor Nick Allen to the Mayor of Doncaster, Ros Jones:-

- Q. "Thirteen months ago, I asked you to provide an update regarding the sale of land near Rose Hill in Bessacarr. As you know, this is an extremely controversial subject, the planning proposal has provoked a significant backlash as residents do not want to lose access to much needed green space. Could you explain why the proposal has not gone

A. 20

before the Planning Committee yet. What has caused the delay and does the Council stand to benefit from the sale? If so, how much money is the town going to make?"

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

"I am informed that the scheme design has been remodelled by the developer to more fully meet this Council's aspirations in its Environmental Strategy in tackling climate change, to include the retention of more existing trees and the creation of additional greenspace. This pause has created a delay, but one which will ultimately see an improved and more sustainable development scheme on site for residents and the local community. Once remaining consultations on the revised application have been received it is expected that the scheme will be considered by Planning Committee shortly. As a Council owned site, the sale proceeds will form part of the funding for the City's Capital Strategy. The planning process identifies S106 sums that support open space provision, new space for local schools and the Government's requirement for biodiversity net gain from development. As this process is underway, a final sale price is not yet established."

(b) From Councillor Thomas Noon to the Deputy Mayor, Councillor Glyn Jones:-

Q. "Over the last 10 years, we have seen a decrease in our social housing levels, but an increase in the size of the waiting list, currently at 7,741, yet during this time, we have only built 476 Council Houses; why is this?"

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

"Over the last 10 years, we have seen an increase of 521 Council led housing stock, with a mixture of Council new build, direct purchase and conversions.

We have also seen 1,470 Housing Association led property additions in the same timeframe, again a mixture of new build, direct purchase and conversions.

There are 3 reasons for lack of Council Housing and loss in numbers. The first is the Right to Buy Scheme which allows residents to purchase their Council House at a significant discount. This means you cannot simply buy or build another property with the income from the sale. As an example, for every 10 Council properties sold through Right to Buy, we can afford to build 1 replacement property; that is 1 property to replace 10. This is the main reason Council Housing stock is being lost throughout the country. Right to Buy provides a significant discount up to a maximum of 70% of the property value to a maximum of £87,200. Plus, a significant amount has to be given to Government, meaning that we only keep roughly 50% of the money after the discount price.

Just to put this all into perspective, in 2021/22, we sold 85 properties under Right to Buy. The gross value, before discount, was £7.8m. We sold them for £4.1m and the average discount was 47% and we got to

keep £2.2m. That £2.2m works out as just under £26,000 for each property sold.

Over the last 12 months, we have seen roughly 130 properties lost through Right to Buy and over the last ten years, we have seen 1,052 properties sold through the Right to Buy scheme.

The second reason is the year on year cut in rent that Government enforced for 4 years from 2016/17 to 2019/20. This saw rent fall by 1% per year during this period. This led to a significant fall in income, and alongside rising costs, this meant cuts across St Leger, including the numbers of properties they could purchase. It was estimated in 2019, that this fall in rental income and subsequent fall in property purchase means the HRA has roughly £457m less resources available over a 30 year business plan. So, less resources to build new properties and manage what we already have.

The third reason was the strict borrowing limits that limited the amount that could be borrowed against the Housing Revenue Account. This was abolished in 2018 and this has enabled us to bring about the Council House Build Programme that should see over 500 properties added to Council House stock over the course of the programme.”

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

Q. “Why have we built more houses in the last 13 years during austerity, than we did in the previous 13 years? We did not build a single Council House from 1997 to 2010. I do not know if this is a lack of planning or no planning at all.”

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

“As far as I’m aware, we did build Council Houses. You are right, if you fail to plan, you plan to fail. This administration has certainly planned and I think we have not failed.”

(c) From Councillor Jane Cox to the Mayor of Doncaster, Ros Jones:-

Q. “The budget in 2020/21 and again in 2022/23, referenced the drop in customers since Doncaster Council staff working from home as a pressure. Is the Mayor going to ensure Council employee’s come back to work in the office 100% of the time. Not only will this help the economy, it will ensure the smooth running of the Council departments. Will she also ensure that senior officials do not spend 20% of their time working from home?”

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

“The terms and conditions of Council Officers fall under the remit of the Head of Paid Service and I will ask him to respond to you in writing. However, in the current employment market, retaining as much flexibility around working environments assists in remaining both competitive and

an employer of choice. In addition, it has provided opportunities for closer working with partners, sharing services and physical assets. In this building, we are joined by partners including St Leger Homes, South Yorkshire Police, NHS and Citizens Advice, thus bringing more into the City Centre.

Given the Council's overall workforce, less than one third work in a hybrid way due to the significant number of front-line roles, although working flexibility is an option offered particularly in working part-time to support better work life balance for employees. In addition, a number of staff work directly in locality areas and that will in itself be contributing to that part of the local economy, as well as contributing to the green agenda by reducing unnecessary journey times to a central location. Our staff are also suffering at the hands of the cost-of-living crisis, with many more Officers choosing to bring their own lunch in order to save money.

In terms of customer engagement, this Council is now dealing with an additional 90,000 enquiries against 2019/20 levels, with the same level of resources. This is despite the challenges presented by COVID and additional burdens placed on the Council during this time."

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

Q. "In terms of the additional 90,000 enquiries, what do they look like?"

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

"I can simply list these enquiries. In 2019/20, we had a total 218,878 customer service telephone enquiries. We had 185,711 online enquiries and a footfall of 64,524 into the One Stop Shop for face to face enquiries making a total of 469,113.

In 2022/23 so far, and we are not at the end of this financial year yet, we have had 209,128 customer service telephone enquiries. Online, there have been 280,031 enquiries and into the One Stop Shop there have been 71,491 face to face enquiries making a total of 560,650 enquiries."

(d) From Councillor Laura Bluff to Councillor Rachael Blake:-

Q. "On 9th September 2021, the law changed prohibiting Local Authorities from placing a child under the age of sixteen in an unregulated placement (The Care Planning, Placement and Case Review (England) (Amendment) Regulations 2021). In the response to my question on those in unregulated placements, I have been told that four children under the age of sixteen, are in unregulated placements. As this is illegal, on what date was Ofsted informed?"

A. Councillor Rachael Blake gave the following response:-

"We currently have one child aged 15 in an unregulated placement made under the inherent jurisdiction on the 23rd December, 2022 and Ofsted were notified on the same day.

On the 9th September 2021, the placement of under 16s in unregulated settings was deemed unlawful. Since that time, there have been a number of cases considered by the Courts which have considered the placement of under 16s in such placements.

A placement is deemed unregulated if it has not been approved as a regulated placement by either Ofsted or the CQC.

Where a placement is not regulated, the case law since September 2021, has provided guidance to Local Authorities and the courts as to how such placements should be managed safely, and what steps must be taken by the Local Authority to ensure there is judicial oversight of those placements. The case law now also provides best practice guidance to providers, Ofsted and Local Authorities, so as to ensure that if a placement can become regulated, what steps should be taken to support the placement becoming regulated.

It is now settled law that in the absence of a placement being regulated, the Local Authority must apply under the Inherent Jurisdiction for a Deprivation of Liberty Order, so that the court can review the care arrangements for the young person and approve the care plan.

The current best practice in summary is:-

- The Local Authority must provide evidence of the registered/unregistered status;
- Provide to the court and detail as to why any application for registration is delayed;
- How that (unregistered) placement can meet the child's needs;
- The Local Authority to assure that the (unregistered) placement is suitable to the child;
- The court should order for the provider to make an application for registration within 7 working days of the court exercising its inherent jurisdiction;
- The court should be advised within 10 working days of the status of the registration application. If the court is not appraised, then the court should list a further hearing;
- If approved, the court will then review the unregistered placement at 12 weekly intervals; and
- If registration is refused, or the provider has withdrawn their application for registration, the Local Authority must notify the court as soon as possible.

In addition, in Doncaster, the following actions are taken:-

1. Prior to making the placement, the Assistant Director will be notified and will scrutinise the plan;
2. A briefing note is prepared setting out the circumstances that have led to the decision to make the placement and the actions planned to address these. This is shared with Ofsted by the Strategic Lead for Children in Care and Achieving Permanence. Should Ofsted have any queries after this, they liaise with the Strategic Lead;
3. When the placement is made, increased visits from the Social Worker to the young person will have been put in place by the Team Manager; and
4. A Looked after review, chaired by an Independent Reviewing Officer, will take place within 20 days.

Social care staff including the IRO Service and Contract and Commissioning Teams, are aware of the above provisions and their duty to flag any regulatory issues as soon as they become known, so that the necessary remedial action can be taken. Regular deprivation of liberty training is also delivered by Legal Services, which is rolled out to teams annually.”

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

Q “I applaud the Team who got three children out of unregulated placements in a 14 day period. Can I ask, what is the timescale for getting the fourth remaining child back to a regulated placement?”

A. Councillor Rachael Blake gave the following response:-

“As soon as possible, but I will look into this and provide you with a written response.”

(e) From Councillor Steve Cox to Councillor Joe Blackham:-

Q. “Owing to the situation with the ongoing sales of land and assets in Doncaster, including sites such as Rose Hill, do you now feel Councillors should have a direct role in the disposal of assets within their Wards? I have long advocated for an accountable Assets Board, one which would function like an OSMC. Is this something you could support and how can it be achieved?”

A. The Deputy Mayor, Councillor Glyn Jones, gave the following response on behalf of Councillor Joe Blackham, who had submitted his apologies for the meeting:-

“The sale of land and property assets is governed by the Council’s Financial Procedure Rules and Standing Orders, and all decisions are made within this framework. Ward Member and Portfolio holder consultation already takes place as part of the approval for the disposal of

an asset, and this process is enshrined within the Council's recently approved Asset Management Strategy.

(f) From Councillor Glenn Bluff to Councillor Joe Blackham:-

Q. "The M1 corridor along the A635 in Barnsley, has been upgraded to accommodate new distribution centres. The A635 on the Doncaster side, is not a dual carriage way like the Barnsley side, but is a rural single carriageway running through small villages like Yorkshire's most polluted village, Hickleton. Now Barnsley are expanding the distribution centres with a 75 acre site at Goldthorpe at the expense of Doncaster citizens and their health. What options do we have along the Doncaster portion of the A635 from Hickleton to the A1M, to counter the impact of Barnsley's growth and the increase in HGVs?"

A. The Deputy Mayor, Councillor Glyn Jones, gave the following response on behalf of Councillor Joe Blackham, who had submitted his apologies for the meeting:-

"There have been a number of meetings between Officers from Barnsley and Doncaster Council over recent weeks to discuss the imminent planning application. Barnsley Council is very aware of our concerns over the impact of the development and the issues at Hickleton and Marr.

Personally, I would like to see a bypass for Hickleton and Marr, but in 2019, this was estimated at roughly £100m.

I was hoping to submit the scheme into the City Region Sustainable Transport Settlement, but unfortunately, it was not possible due to the Government funding being restricted to schemes that support a modal shift from cars to public transport or active travel.

Government policy continues to be focussed on modal shift OR schemes that allow significant economic growth through development and Hickleton/Marr is virtually all in the green belt."

B. Questions Without Notice

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

A. Questions to the Mayor of Doncaster, Ros Jones.

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

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

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

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

In the absence of Councillor Lani-Mae Ball, Cabinet Member for Education, Skills and Young People, Members were asked to submit their questions in writing to the Executive Office and a written response would be provided.

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

In the absence of Councillor Nigel Ball, Cabinet Member for Public Health, Leisure, Culture and Planning, Members were asked to submit their questions in writing to the Executive Office and a written response would be provided.

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

In the absence of Councillor Joe Blackham, Cabinet Member for Highways, Infrastructure and Enforcement, Members were asked to submit their questions in writing to the Executive Office and a written response would be provided.

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

There were no questions put to Councillor Rachael Blake, Cabinet Member for Children's Social Care, Communities and Equalities.

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

Q. Councillor Martin Greenhalgh asked the following question:-

“At my recent Parish Council meeting, we were doing a Budgetary Review. We have 4 parks in our Parish and we bought the bins from the Council. They are emptied on a weekly basis and the cost would go from £10,500 to £11,500 per year. The clerk obtained a couple of alternative quotations, and we accepted one for £4,750 plus VAT per year. Why is there a vast difference between a private contractor and the Council?”

A. Councillor Mark Houlbrook gave the following reply:-

“I will provide you with a written response.”

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

Q. Councillor Thomas Noon asked the following question:-

“Thank you for the response to my question I asked at the last Council meeting. When are we likely to see the change in policy at Full Council? It seems a more common sense approach than the current policy which is in place at the moment with regard to Occupational Therapy and medical assessments.”

A. Councillor Andrea Robinson gave the following reply:-

“I will provide you with a written response.”

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 Julie Grace, Chair of the Elections and Democratic Structures Committee

There were no questions put to Councillor Julie Grace, 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

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

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

The Council received the Annual Report on Executive Decisions taken under Special Urgency provisions for the past 12 months. The Council's Constitution required that all these decisions be reported to Full Council on an annual basis, in order to demonstrate openness and transparency.

It was noted that there had been 14 urgent decisions which fell into this category, that had been taken within the period, all of which were detailed in brief within the report with information given as to who took the decision and when, and what the reasons for urgency were in not following the standard decision making procedures.

Following consideration of the report, Members were afforded the opportunity to speak on issues on which they sought further clarity. Councillor Steve Cox enquired whether the financial implications of each decision could be outlined within future reports presented to Council for greater clarity. Officers acknowledged that some thought could be given to this, but Council was reminded that these decisions had been published and circulated to all Members previously when taken, and were available to view on-line via the links in the report.

RESOLVED that

- (1) the report outlining the decisions taken in accordance with Special Urgency provisions of the Access to Information Procedure Rules, be noted; and
- (2) Councillor Steve Cox be provided with the specific amount of the Central Government grant funding received in relation to each Special Urgency decision.

73 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 16th January, 2023.
- B. South Yorkshire Local Enterprise Partnership Board held on 12th January, 2023.
- C. South Yorkshire Fire and Rescue Authority held on 21st November, 2022.

CHAIR: _____

DATE: _____

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Date: 19th May, 2023

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.

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.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and family-friendly borough				✓
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				

	Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A					
	Fair & Inclusive			✓	
Comments: N/A					

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials SRF Date 05.05.23]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 26.04.23]

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 KG Date 27.04.23]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 27.04.23]

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

CONSULTATION

13. Should the Elected Mayor wish to make changes to the Scheme of Delegations for Executive functions, the Mayor will notify the Chief Executive by serving notice of the changes. The changes in delegation will take effect upon the Chief Executive being notified. A report notifying these changes 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

**Damian Allen
 Chief Executive**

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Report

19th May, 2023

To: the Chair and Members of the COUNCIL

Report Title: COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2023/24

EXECUTIVE SUMMARY

1. This report seeks Council's agreement to proposed revisions to the Terms of Reference of the Audit Committee for the reasons set out in the report.

EXEMPT REPORT

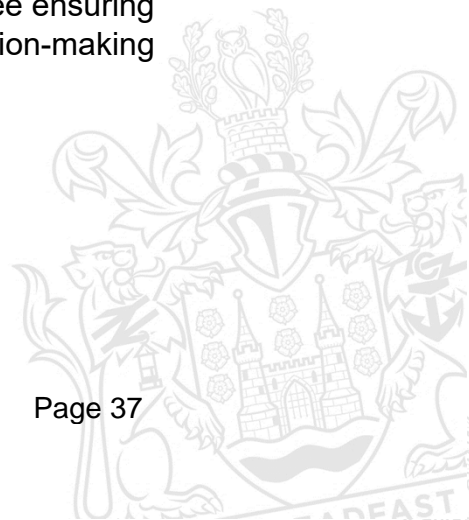
2. This report is not exempt.

RECOMMENDATIONS

3. 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 12 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?

4. 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

5. At the Annual Council meeting each year, Terms of Reference for Committees and Sub-Committees appointed by Full Council are approved.
6. 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>

7. The Elected Mayor has responsibility for the discharge of Executive functions and will determine how these are exercised.
8. 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:-

Audit Committee







9. In late 2022, CIPFA published "Audit Committees: Practical Guidance for Local Authorities and Police" 2022 edition, which contained model terms of reference for audit committees, updating the model terms from the previous guidance from 2018.
10. In the main, the new model terms have been reordered to reflect the core functions of the committee and provide greater clarity on the overarching responsibilities and accountability arrangements.
11. Where required, the model terms of reference have been expanded to incorporate City of Doncaster Council's specific local arrangements including responsibility for the Hearings Sub-Committee.
12. One minor change is also reflected in these proposed terms of reference whereby the monitoring of compliance with the Regulation of Investigatory Powers Act 2020 has been reduced from bi-annually to annually, as agreed by the Audit Committee on 26th January 2023.



OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

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

IMPACT ON THE COUNCIL'S KEY OUTCOMES

14. Whilst there is no direct impact on the Council's Key Outcomes, the Council is committed to maintaining the highest standards of Governance and robust Terms of Reference to allow for the proper discharge of the Council's functions, ensuring openness and transparency.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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. Committee Members can seek further advice from Public Health if required.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and				✓

family-friendly borough				
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				
Fair & Inclusive				✓
Comments: N/A				

15. **Legal Implications [Officer Initials: SRF | Date: 28/04/23]**

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.

16. **Financial Implications [Officer Initials: PH | Date: 27/04/23]**

There are no Financial Implications associated with this report.

17. **Human Resources Implications [Officer Initials: KG | Date: 04/05/23]**

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

18. **Technology Implications [Officer Initials: PW | Date: 27/04/23]**

There are no technology implications in relation to this report.

RISKS AND ASSUMPTIONS

19. There are no identified risks 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 paragraphs 8-12 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

BACKGROUND PAPERS

21. None

REPORT AUTHOR & CONTRIBUTORS

Amber Torrington
Governance Officer
Tel: 01302 737462 Email: amber.torrington@doncaster.gov.uk

Peter Jackson
Head of Internal Audit
Tel: 01302 862938 Email: peter.jackson@doncaster.gov.uk

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

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AUDIT COMMITTEE

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

Statement of Purpose

1. Our Audit Committee is a key component of City of Doncaster Council's Corporate Governance. ***The committee's purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to all those charged with governance that those arrangements are effective.***
- ~~1. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.~~
2. ***The committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.***
- ~~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 City 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. ***Governance, risk and control***
 - 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. To report and

make recommendations to the Executive or Council on major issues within the remit of the Committee.

- III. To have rights of access to other Committees of the Council and to strategic functions as it deems necessary.
- IV. 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.
- V. To review the council's corporate governance arrangements against the good governance framework, including the ethical framework, and consider the local code of governance.
- VI. To monitor the effective development and operation of risk management in the council.
- VII. To monitor progress in addressing risk-related issues reported to the committee.
- VIII. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- IX. To consider reports on the effectiveness of financial management arrangements, including compliance with CIPFA's Financial Management Code.**
- X. To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- XI. To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
- XII. To monitor the counter fraud strategy, actions and resources.
- XIII. 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.
- XIV. To consider reports on breaches and waivers to the Council's contract procedure rules on a twice yearly basis
- XV. To **annually review and monitor compliance with** 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~~
- XVI. To review the governance and assurance arrangements for significant partnerships or collaborations.

2. Financial and governance reporting

Governance reporting

- I. To review the AGS prior to approval and consider whether it properly reflects the risk environment and supporting assurances, including the head of internal audit's annual opinion.
- II. To consider whether the annual evaluation for the AGS fairly concludes that governance arrangements are fit for purpose, supporting the achievement of the authority's objectives.

Financial reporting

- I. To monitor the arrangements and preparations for financial reporting to ensure that statutory requirements and professional standards can be met.**
- II. 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.
- III. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

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.

3. Arrangements for audit and assurance

To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.

External audit

- I. 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 PSAA or the authority's auditor panel as appropriate.
- II. To liaise with the Officers of the Council regarding Public Sector Audit Appointments and the appointment of the Council's external auditor.
- III. To consider the external auditor's annual report, relevant reports and the report to those charged with governance.
- IV. To consider specific reports as agreed with the external auditor.
- V. To comment on the scope and depth of external audit work and to ensure it gives value for money.
- VI. To consider additional commissions of work from external audit.
- VII. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- VIII. *To provide free and unfettered access to the audit committee chair for the auditors, including the opportunity for a private meeting with the committee.***

Internal audit

- I. To approve the Internal Audit Charter.
- II. To review proposals made in relation to the appointment of external providers of internal audit services and to provide comments / views.**
- III. To approve the risk-based internal audit plan, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- IV. To approve significant interim changes to the risk-based internal audit plan and resource requirements.
- V. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
- VI. 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.
- VII. 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).
- VIII. 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.
- IX To contribute to the QAIP and in particular, the external quality assessment of internal audit that takes place at least once every five years.
- X ***To consider a report on the effectiveness of internal audit to support the AGS where required to do so by the accounts and audit regulations***
- 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.

4. **Accountability arrangements**

- I. ***To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.***
- II. ***To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.***
- III. ***To publish an annual report on the work of the committee, including a conclusion on the compliance with the CIPFA Position Statement.***



**City of
Doncaster
Council**

Report

Date: 19th May, 2023

**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) notes 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, which runs 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). The political composition of the Council 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 05.05.23]

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 appointed to represent the Church of England Diocese and Bernadette Nesbit has been appointed to represent the Roman Catholic 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 (HWB) 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 Children, Young People & Families (DCS)*
- *Director of Adults, Health and Wellbeing (DASS)*
- *Director of Public Health*
- *Chair of Healthwatch Doncaster*
- *Representative(s) from Integrated Care Board (ICB)*
- *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)
- Executive Place Director (Doncaster), NHS South Yorkshire ICB
- Doncaster District Commander, South Yorkshire Police
- Chief Executive, St Leger Homes
- Portfolio Holder with responsibility for Adult Social Care
- Group Manager, South Yorkshire Fire and Rescue
- Director of Economy and Environment
- Chief Executive, Primary Care Doncaster
- Director (Arts & Health), Darts, Doncaster Community Arts (Health and Social Care Forum representative)
- Chief Executive of Voluntary Action Doncaster.






60. Following the implementation of the Health and Care Act 2022, Clinical Commissioning Groups (CCGs) were abolished with effect from 1st July, 2022 and Integrated Care Boards (ICBs) have taken on their functions. The core statutory membership of the HWB is unchanged other than requiring a representative from ICBs, rather than CCGs. It is therefore proposed that a second representative from the ICB be appointed to sit on the Health and Wellbeing Board to mirror the previous representation (2 seats) afforded to the Clinical Commissioning Group on the membership of the Board. The Council is therefore asked to give approval to the appointment of Dr Nabeel Alsindi, GP and Place Medical Director, South Yorkshire ICB onto the HWB.




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.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓

Comments: N/A				
 Nurturing a child and family-friendly borough				✓
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				
Fair & Inclusive				✓
Comments: N/A				

RISKS AND ASSUMPTIONS

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 26.04.23]

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 KG Date 27.04.23]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 27.04.23]

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.

CONSULTATION

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

BACKGROUND PAPERS:

Report to Council - 20th May, 2022 - 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



**City of
Doncaster
Council**

Report

Date: 19th May, 2023

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.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓

Comments: N/A				
 Nurturing a child and family-friendly borough				✓
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				
Fair & Inclusive				✓
Comments: N/A				

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials SRF Date 05.05.23]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 26.04.23]

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 KG Date 27.04.23]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 27.04.23]

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.

CONSULTATION

13. 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

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City of Doncaster Council

Report

Date: 19 May 2023

To the Chair and Members of the COUNCIL

COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2023/24

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 2023/24 Municipal Year.

EXEMPT REPORT

2. This is not an exempt report.

RECOMMENDATIONS

3. The Council is asked to:-
 - a) determine the appointments to Outside Bodies as set out in Appendix A to the report; and
 - b) Give delegated authority to the Monitoring Officer (Assistant Director Legal and Democratic Services) to agree any in-year changes to Council appointments to outside bodies, should the need arise, in consultation with the relevant Group Leader(s).

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. 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 Doncaster.

BACKGROUND

5. Appendix A to this report details the outside bodies where appointments are required to be made at this meeting.
6. 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.
7. 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. In order to ensure expediency and timely representation on outside bodies, it is proposed that Full Council grants delegated authority to the Monitoring Officer (Assistant Director Legal and Democratic Services) to agree any in-year changes to Council appointments to outside bodies, should the need arise, in consultation with the relevant Group Leader(s). This will help prevent prolonged delays in filling any vacancies should they arise and reflects the arrangements in place for Executive appointments to outside bodies.
8. Detailed below are any notable changes to the schedule of Outside Bodies that have occurred since last year's appointments were made:-

Doncaster Sheffield Airport Consultative Committee and Noise Monitoring and Environmental Sub-Committee

Following the closure of the Doncaster Sheffield Airport, the Airport Consultative Committee and Noise Monitoring and Environmental Sub-Committee are currently being held in abeyance and, therefore, nominations to sit on these Committees are not required for 2023/24. These bodies have therefore been removed from the schedule of appointments detailed in Appendix A.

South Yorkshire Mayoral Combined Authority (SYMCA) – Thematic Boards

At this time, the governance arrangements of SYMCA are being reviewed and nominations to Thematic Boards are not being sought until that review is concluded. Accordingly, the following SYMCA boards have been deleted from the schedule:-

- Business, Recovery and Growth Board
- Housing and Infrastructure Board
- Education, Skills and Employability Board
- Transport and the Environment Board
- Local Enterprise Partnership

Appointments are still being sought for the SYMCA Board and the SYMCA Overview and Scrutiny Committee and Audit, Standards & Risk Committee.

South Yorkshire Joint Authorities




9. 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 REASONS FOR RECOMMENDED OPTION

10. 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 Doncaster.
11. 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

12. This report has no direct impact on the Council’s Key Outcomes. However, the work carried out by many of the outside bodies listed in the appendix, and on which the Council is represented, is likely to contribute positively towards many of these priorities.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				

 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and family-friendly borough				✓
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				
Fair & Inclusive				✓
Comments: N/A				

LEGAL IMPLICATIONS [Officer Initials: SRF | Date: 11.04.23]

13. Members of the Council are appointed in different capacities. The bodies range from incorporated bodies to Associations, Schemes and Statutory Bodies. The nature of the organisation and its constitution and nature of the appointment will affect any personal liabilities of the appointed representatives.
14. 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.

15. The rules of political proportionality are set out in Sections 15 and 16 of the Local Government and Housing Act, 1989 (as amended). The SYFRA and the SYPA are Joint Authorities to which the duties under Sections 15 and 16 apply for so long as the Council appoints 3 or more seats on the Joint Authorities. In simplistic terms, the political group that holds the majority of seats on the Council has the majority of seats on a committee appointed to by Council.
16. The Local Government (Committees and Political Groups) Regulations 1990, provides the mechanism by which to implement this requirement.

FINANCIAL IMPLICATIONS [Officer Initials: PH | Date: 11/04/23]

17. 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 by the relevant Joint Authority. Members may receive reimbursement for travel and subsistence if this is not already provided by the outside body and meetings are held outside of the area of the City of Doncaster Council.

HUMAN RESOURCES IMPLICATIONS [Officer Initials: RH | Date: 12.04.23]

18. 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: 12/04/23]

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

RISKS AND ASSUMPTIONS

20. Appointees to outside bodies will need to act strategically and ensure issues of significance are effectively reported back to the Authority where appropriate.
21. 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.

CONSULTATION

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

BACKGROUND PAPERS

23. Report to Council – 20th May 2022: Council Appointments to Outside Bodies – 2022/23.

REPORT AUTHOR & 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 2023/24 (COUNCIL APPOINTMENTS)

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

Organisation	Notes	No of Reps	2022/23 Representatives	2023/24 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*	
Autism Partnership Board	Open-ended term of office. Joint meetings are co-chaired by a Council representative (Assistant Director for Communities, Care and Support) and an individual with lived experience.	1	Annika Leyland-Bolton (CDC Officer)	
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*	
Lady Ellerker Land Trust (previously 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 (Bessacarr and Finningley Wards) is helpful as this is the area covered by the Trust.	2	Cllr M. Khan* Mrs S. Rogerson* 1 vacancy	

Organisation	Notes	No of Reps	2022/23 Representatives	2023/24 Nominations
Citizens Advice Doncaster Borough	1 Year Term of Office Advisory/Observer role (non-voting) 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	2022/23 Representatives	2023/24 Nominations
Humberhead Levels Partnership (Executive Board)	Open-ended Term of Office	1	Melissa Massarella (CDC Officer)	
Health and Social Care Joint Commissioning Management Board	The JCMB plays a vital role in the development, implementation and oversight of joint commissioning arrangements between the NHS and City of Doncaster Council.	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)	1 Year Term of Office Voting Members Knowledge of regeneration is desirable	2	Cllr N. Ball Cllr J. Blackham	
Joint Health Overview & Scrutiny Committee - Yorkshire & Humber Councils	1 Year Term of Office Voting Members Representative should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair or Vice-Chair of CDC’s Health Scrutiny Panel.	1	Cllr S. Smith	

Organisation	Notes	No of Reprs	2022/23 Representatives	2023/24 Nominations
Joint Health Overview & Scrutiny Committee - Commissioners Working Together	1 Year Term of Office Voting Members Representative and sub should be a Scrutiny Member (not a Member of the Executive) – preferably the Chair and Vice-Chair of CDC’s Health Scrutiny Panel.	1 + 1 sub	Cllr S. Smith C. Ransome (Sub)	
Learning Disability Partnership Board	Open-ended term of office. Joint meetings are co-chaired by a Council representative (Assistant Director for Communities, Care and Support) and a member of the learning disability community.	1	Annika Leyland-Bolton (CDC Officer)	
Mexborough Charity Trust	*4 Year Term of Office (term ends in 2025) Voting/Trustee Members No specific requirements	2	Cllr A. Pickering* Cllr B. Chapman*	
South Yorkshire Mayoral Combined Authority (SYMCA)	Terms of Office:- <ul style="list-style-type: none"> • Leader (i.e. Elected Mayor) – In perpetuity Voting Members Mayor + 1 substitute No specific requirements	1 + 1 sub	Mayor Ros Jones Cllr G. Jones (Sub)	

Organisation	Notes	No of Reprs	2022/23 Representatives	2023/24 Nominations
South Yorkshire MCA Overview and Scrutiny Committee	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Scrutiny experience preferable</p> <p><u>Proportional appointments – TO BE CONFIRMED</u></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>	<p>2 +</p> <p>2 subs</p>	<p>Cllr J. Kidd</p> <p>Cllr R.A. Jones</p> <p>Cllr B. Johnson (Sub)</p> <p>Cllr M. Greenhalgh (Sub)</p>	
South Yorkshire MCA Audit, Standards & Risk Committee	<p>1 Year Term of Office</p> <p>Voting Member</p> <p><u>Proportional appointments – TO BE CONFIRMED</u></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>	<p>1 +</p> <p>1 Sub</p>	<p>Cllr A. White</p> <p>Cllr B. Johnson (Sub)</p>	

Organisation	Notes	No of Reprs	2022/23 Representatives	2023/24 Nominations
Standing Advisory Council for Religious Education (SACRE)	1 Year Term of Office Voting Members Proportional appointments: 1 x Conservative 3 x Labour Skills/Knowledge/Attributes – An understanding of school improvement and general educational issues and a firm commitment to help improve the quality of provision for all students.	4	Cllr 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	1 Year Term of Office Voting Members Skills/knowledge/attributes: <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	2022/23 Representatives	2023/24 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 C Hogarth 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 – membership of the PA represents a significant commitment in terms of both attendance at meetings and wider learning and development in order to ensure compliance with the governance standards the PA is required to meet. In terms of learning and development, for new members appointed to the PA there is a requirement to complete all modules of an online learning academy over the first 3 months of membership, and an expectation that all members undertake between 15 and 25 hours of learning and development each year in addition to meetings of the PA and its committees.</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>	

Joint Authorities – Politically Proportional		No of Reps	2022/23 Representatives	2023/24 Nominations
Police and Crime Panel	1 Year Term of Office Voting Members Political Requirements 1 x Labour 1 x Conservative Political Proportionality across South Yorkshire indicated by host Authority.	2	Cllr S. Knowles Cllr C. Ransome Subs not required.	



Report

Date: 19th May, 2023

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

DIARY OF MEETINGS – 2023/25

EXECUTIVE SUMMARY

1. The purpose of this report is to approve a schedule of meetings for the 2023/24 and 2024/25 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) approve the proposed Diary of Meetings for the 2023/24 and 2024/25 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 19th January, 2023, the Council considered a report outlining a proposed Diary of Meetings for the 2023/24 and 2024/25 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 2023/24 and 2024/25 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 2023/24 and 2024/25 Municipal Years.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 14.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓

Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and family-friendly borough				✓
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				

Fair & Inclusive				✓
Comments: N/A				

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials SRF Date 05.05.23]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 26.04.23]

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

HUMAN RESOURCES IMPLICATIONS [Officer Initials KG Date 27.04.23]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 27.04.23]

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.

CONSULTATION

20. 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 2023/24 and 2024/25 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 19th January, 2023 (Proposed Diary of Meetings 2023/25)

Damian Allen
Chief Executive

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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	BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
T U E S D A Y	2nd May, 2023	9th May, 2023	16th May, 2023	23rd May, 2023	30th May, 2023
					12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y	3rd May, 2023	10th May, 2023	17th May, 2023	24th May, 2023	31st May, 2023
			10.00 am Licensing Sub-Committee	10.00 am Cabinet	5.00 pm Corporate Parenting Board
T H U R S D A Y	4th May, 2023	11th May, 2023	18th May, 2023	25th May, 2023	
		10.00 am Health & Adult Social Care Overview & Scrutiny Panel		10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	
F R I D A Y	5th May, 2023	12th May, 2023	19th May, 2023	26th May, 2023	
		10.00 am Licensing Sub-Committee	10.00 am Group Meetings 11.30 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, 2023 to 31st May, 2025

(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	
	1st June, 2023	8th June, 2023	15th June, 2023	22nd June, 2023
T H U R S D A Y	10.00 am Overview and Scrutiny Management Committee (Work Planning) 11.00 am Overview and Scrutiny Management Committee 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 4.00 pm Children & Young People Overview & Scrutiny Panel (Work Planning)	10.00 am Overview and Scrutiny Management 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 10.30 am Regeneration & Housing Overview & Scrutiny Panel

APPENDIX A

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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	1.30 pm Regeneration and Housing Overview & Scrutiny Panel		
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	5.00 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	9.30 am Overview & Scrutiny Management Committee 1.30 pm Parish Councils Joint Consultative Committee	10.00 am Audit Committee 4.30 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	
		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits		

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits	

APPENDIX A

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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	
	5th September, 2023	12th September, 2023	19th September, 2023	26th September, 2023
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	
	6th September, 2023	13th September, 2023	20th September, 2023	27th September, 2023
W E D N E S D A Y		10.00 am Cabinet 5.00 pm Corporate Parenting Board		
	7th September, 2023	14th September, 2023	21st September, 2023	28th September, 2023
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	5.00 pm Group Meetings 6.00 pm COUNCIL	10.00 am Audit Committee 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel
	1st September, 2023	8th September, 2023	15th September, 2023	22nd September, 2023
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

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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					
	3rd October, 2023	10th October, 2023	17th October, 2023	24th October, 2023	31st October, 2023
T U E S D A Y		10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Planning Training 2.00 pm Planning Committee		
	4th October, 2023	11th October, 2023	18th October, 2023	25th October, 2023	
W E D N E S D A Y		10.00 am Cabinet			
	5th October, 2023	12th October, 2023	19th October, 2023	26th October, 2023	
T H U R S D A Y		10.00 am Overview & Scrutiny Management Committee	10.00 am Regeneration & Housing Overview & Scrutiny Panel 4.30 pm Standing Advisory Council for Religious Education		
	6th October, 2023	13th October, 2023	20th October, 2023	27th October, 2023	
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, 2023 to 31st May, 2025

(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	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Elections & Democratic Structures 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		5.00 pm Corporate Parenting Board
	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 2.00 pm Audit Committee	9.00 am Health & Wellbeing Board 1.30 pm Parish Councils Joint Consultative Committee	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Health & Adult Social Care Overview & Scrutiny Panel
	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		

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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	9.00 am Overview & Scrutiny Management Committee		
	7th December, 2023	14th December, 2023	21st December, 2023	28th December, 2023
T H U R S D A Y	4.30 pm 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		

APPENDIX A

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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		
	2nd January, 2024	9th January, 2024	16th January, 2024	23rd January, 2024	30th January, 2024
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	
	3rd January, 2024	10th January, 2024	17th January, 2024	24th January, 2024	31st January, 2024
W E D N E S D A Y			10.00 am Cabinet	5.00 pm Corporate Parenting Board	
	4th January, 2024	11th January, 2024	18th January, 2024	25th January, 2024	
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	
	5th January, 2024	12th January, 2024	19th January, 2024	26th January, 2024	
F R I D A Y	9.30 am Planning Committee Site Visits				
		5.00 pm Deadline for Questions & Statements for Cabinet			

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Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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	12 Noon Planning Training 2.00pm Planning Committee	10.00 am Elections & Democratic Structures 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	
	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			

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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	5.00 pm Corporate Parenting Board	
	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	4.30 pm Children & Young People Overview & Scrutiny Panel	10.00 am Licensing Committee 2.00 pm Health & Adult Social Care Overview & Scrutiny Panel	9.30 am Planning Committee Site Visits 10.00 am Overview & Scrutiny Management 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		BANK HOLIDAY

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(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				12 Noon Planning Training 2.00 pm 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		
	4th April, 2024	11th April, 2024	18th April, 2024	25th April, 2024	
T H U R S D A Y	1.30 pm Parish Councils Joint Consultative Committee			10.00 am Audit Committee	
	5th April, 2024	12th April, 2024	19th April, 2024	26th April, 2024	
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, 2023 to 31st May, 2025

(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	5.00 pm Corporate Parenting Board
	2nd May, 2024	9th May, 2024	16th May, 2024	23rd May, 2024
T H U R S D A Y	LOCAL ELECTIONS FOR THE POLICE AND CRIME COMMISSIONER FOR SOUTH YORKSHIRE			10.00 am Overview & Scrutiny Management Committee (Work Planning)
	3rd May, 2024	10th May, 2024	17th May, 2024	24th May, 2024
F R I D A Y			10.00 am Group Meetings 11.30 am Annual Council Meeting - Mansion House (Reconvene @ 2.00pm, Civic Office) 5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits

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Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	3rd June, 2024	10th June, 2024	17th June, 2024	24th June, 2024
M O N D A Y				
	4th June 2024	11th June, 2024	18th June, 2024	25th June, 2024
T U E S D A Y				12 Noon Planning Training 2.00 pm Planning Committee
	5th June, 2024	12th June, 2024	19th June, 2024	26th June, 2024
W E D N E S D A Y		10.00 am Communities & Environment Overview & Scrutiny Panel (Work Planning)	10.00 am Cabinet	10.00 am Licensing Committee
	6th June, 2024	13th June, 2024	20th June, 2024	27th June, 2024
T H U R S D A Y	9.00 am Health & Wellbeing Board	10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Overview & Scrutiny Management Committee 2.00 pm Children & Young People Overview & Scrutiny Panel (Work Planning)	
	7th June, 2024	14th June, 2024	21st June, 2024	28th June, 2024
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, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	1st July, 2024	8th July, 2024	15th July, 2024	22nd July, 2024	29th July, 2024
M O N D A Y		5.30 pm Labour Group Meeting			
	2nd July, 2024	9th July, 2024	16th July, 2024	23rd July, 2024	30th July, 2024
T U E S D A Y	12 Noon Deadline for Questions & Motions to Council		10.00 am Elections & Democratic Structures Committee	12 Noon Planning Training 2.00 pm Planning Committee	
	3rd July, 2024	10th July, 2024	17th July, 2024	24th July, 2024	31st July, 2024
W E D N E S D A Y			10.00 am Cabinet	5.00 pm Corporate Parenting Board	
	4th July, 2024	11th July, 2024	18th July, 2024	25th July, 2024	
T H U R S D A Y	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	10.00 am Audit Committee 4.30 pm Children & Young People Overview & Scrutiny Panel	
	5th July, 2024	12th July, 2024	19th July, 2024	26th July, 2024	
F R I D A Y		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits		

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Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	5th August, 2024	12th August, 2024	19th August, 2024	26th August, 2024
M O N D A Y				BANK HOLIDAY
	6th August, 2024	13th August, 2024	20th August, 2024	27th August, 2024
T U E S D A Y			12 Noon Planning Training 2.00 pm Planning Committee	
	7th August, 2024	14th August 2024	21st August, 2024	28th August, 2024
W E D N E S D A Y		10.00 am Cabinet		
	1st August, 2024	8th August, 2024	15th August, 2024	22nd August, 2024
T H U R S D A Y	10.00 am Communities & Environment Overview & Scrutiny Panel	1.30 pm Parish Councils Joint Consultative Committee		
	2nd August, 2024	9th August, 2024	16th August, 2024	23rd August, 2024
F R I D A Y		5.00 pm Deadline for Questions and Statements to Cabinet	9.30 am Planning Committee Site Visits	
				30th August, 2024

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Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	2nd September, 2024	9th September, 2024	16th September, 2024	23rd September, 2024	30th September, 2024
M O N D A Y			5.30 pm Labour Group Meeting		
T U E S D A Y	3rd September, 2024	10th September, 2024	17th September, 2024	24th September, 2024	
		10.00 am Awards, Grants & Transport (Appeals) Committee 12 Noon Deadline for Motions & Questions to Council	12 Noon Planning Training 2.00 Planning Committee		
W E D N E S D A Y	4th September, 2024	11th September, 2024	18th September, 2024	25th September, 2024	
		10.00 am Cabinet 5.00 pm Corporate Parenting Board		10.00 am Licensing Committee	
T H U R S D A Y	5th September, 2024	12th September, 2024	19th September, 2024	26th September, 2024	
	9.00 am Health & Wellbeing Board 4.30 pm Children & Young People Overview & Scrutiny Panel	10.00 am Overview & Scrutiny Management Committee	5.00 pm Group Meetings 6.00 pm COUNCIL	10.00 am Audit Committee	
D A Y	6th September, 2024	13th September, 2024	20th September, 2024	27th September, 2024	
	5.00 pm Deadlines for Questions & Statements to Cabinet	9.30 am Planning Committee Site Visits			

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	7th October, 2024	14th October, 2024	21st October, 2024	28th October, 2024
M O N D A Y				
	1st October, 2024	8th October, 2024	15th October, 2024	22nd October, 2024
T U E S D A Y		10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Planning Training 2.00 pm Planning Committee	
	2nd October, 2024	9th October, 2024	16th October, 2024	23rd October, 2024
W E D N E S D A Y		10.00 am Cabinet		
	3rd October, 2024	10th October, 2024	17th October, 2024	24th October, 2024
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 Regeneration & Housing Overview & Scrutiny Panel	10.00 am Audit Committee
	4th October, 2024	11th October, 2024	18th October, 2024	25th October, 2024
F R I D A Y	5.00 pm Deadline for Questions & Statements to Cabinet	9.30 am Planning Committee Site Visits		

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	4th November, 2024	11th November, 2024	18th November, 2024	25th November, 2024
M O N D A Y			5.30 pm Labour Group Meeting	
	5th November, 2024	12th November, 2024	19th November, 2024	26th November, 2024
T U E S D A Y	10.00 am Elections & Democratic Structures Committee	12 Noon Deadline for Questions & Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee		
	6th November, 2024	13th November, 2024	20th November, 2024	27th November, 2024
W E D N E S D A Y	10.00 am Cabinet		5.00 pm Corporate Parenting Board	
	7th November, 2024	14th November, 2024	21st November, 2024	28th November, 2024
T H U R S D A Y	9.00 am Health & Wellbeing Board 1.30 pm Parish Councils Joint Consultative Committee	10.00 am Overview & Scrutiny Management Committee 4.30 pm Standing Advisory Council for Religious Education	1.00 pm Group Meetings 2.00 pm COUNCIL	10.00 am Health & Adult Care Overview & Scrutiny Panel
	1st November, 2024	8th November, 2024	15th November, 2024	22nd November, 2024
F R I D A Y	5.00 pm Deadline for Questions & Statements to Cabinet	9.30 am Planning Committee Site Visits		

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	2nd December, 2024	9th December, 2024	16th December, 2024	23rd December, 2024	30th December, 2024
M O N D A Y					
	3rd December, 2024	10th December, 2024	17th December, 2024	24th December, 2024	31st December, 2024
T U E S D A Y		12 Noon Planning Training 2.00 pm Planning Committee			
	4th December, 2024	11th December, 2024	18th December, 2024	25th December, 2024	
W E D N E S D A Y		10.00 am Cabinet		BANK HOLIDAY	
	5th December, 2024	12th December, 2024	19th December, 2024	26th December, 2024	
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		BANK HOLIDAY	
	6th December, 2024	13th December, 2024	20th December, 2024	27th December, 2024	
F R I D A Y	9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements to Cabinet				

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Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	6th January, 2025	13th January, 2025	20th January, 2025	27th January, 2025
M O N D A Y			5.30 pm Labour Group Meeting	
	7th January, 2025	14th January, 2025	21st January, 2025	28th January, 2025
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee	12 Noon Deadline for Questions & Motions to Council	10.00 am Awards, Grants & Transport (Appeals) Committee	
	1st January, 2025	8th January, 2025	15th January, 2025	22nd January, 2025
W E D N E S D A Y	BANK HOLIDAY		10.00 am Cabinet 5.00 pm Corporate Parenting Board	
	2nd January, 2025	9th January, 2025	16th January, 2025	23rd January, 2025
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 Audit Committee
	3rd January, 2025	10th January, 2025	17th January, 2025	24th January, 2025
F R I D A Y	9.30 am Planning Committee Site Visits	5.00 pm Deadline for Questions & Statements to Cabinet		9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements to Cabinet

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Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	3rd February, 2025	10th February, 2025	17th February, 2025	24th February, 2025
M O N D A Y				5.30 pm Labour Group Meeting
T U E S D A Y	4th February, 2025 12 Noon Planning Training 2.00 pm Planning Committee	11th February, 2025 10.00 am Elections & Democratic Structures	18th February, 2025 10.00 am Awards, Grants & Transport (Appeals) Committee 12 Noon Deadline for Questions & Motions to Council	25th February, 2025
W E D N E S D A Y	5th February, 2025 10.00 am Cabinet	12th February, 2025	19th February, 2025 10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel	26th February, 2025
T H U R S D A Y	6th February, 2025 10.00 am Overview & Scrutiny Management Committee	13th February, 2025 10.00 Health & Adult Social Care Overview & Scrutiny Panel	20th February, 2025 10.00 am Overview & Scrutiny Management Committee	27th February, 2025 1.00 pm Group Meetings 2.00 pm COUNCIL (Budget Setting & Council Tax)
F R I D A Y	7th February, 2025	14th February, 2025	21st February, 2025	28th February, 2025 9.30 am Planning Committee Site Visits

APPENDIX A

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	3rd March, 2025	10th March, 2025	17th March, 2025	24th March, 2025	31st March, 2025
M O N D A Y					
	4th March, 2025	11th March, 2025	18th March, 2025	25th March, 2025	
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee				
	5th March, 2025	12th March, 2025	19th March, 2025	26th March, 2025	
W E D N E S D A Y		10.00 am Cabinet	5.00 pm Corporate Parenting Board		
	6th March, 2025	13th March, 2025	20th March, 2025	27th March, 2025	
T H U R S D A Y	10.00 am Regeneration & Housing Overview & Scrutiny Panel 4.30 pm Standing Advisory Council for Religious Education	9.00 am Health & Wellbeing Board 4.30 pm 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	
	7th March, 2025	14th March, 2025	21st March, 2025	28th March, 2025	
F R I D A Y	5.00 pm Deadline for Questions & Statements to Cabinet			9.30 am Planning Committee Site Visits	

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	7th April, 2025	14th April, 2025	21st April, 2025	28th April, 2025
M O N D A Y			BANK HOLIDAY	
	1st April, 2025	8th April, 2025	15th April, 2025	22nd April, 2025
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
	2nd April, 2025	9th April, 2025	16th April, 2025	23rd April, 2025
W E D N E S D A Y			10.00 am Cabinet	
	3rd April, 2025	10th April, 2025	17th April, 2025	24th April, 2025
T H U R S D A Y	1.30 pm Parish Councils Joint Consultative Committee			10.00 am Audit Committee
	4th April, 2025	11th April, 2025	18th April, 2025	25th April, 2025
F R I D A Y		5.00 pm Deadline for Questions & Statements to Cabinet	BANK HOLIDAY	9.30 am Planning Committee Site Visits

Schedule of Meetings 1st May, 2023 to 31st May, 2025

(Shaded area denotes School Holidays)

	5th May, 2025	12th May, 2025	19th May, 2025	26th May, 2025
M O N D A Y	BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
	6th May, 2025	13th May, 2025	20th May, 2025	27th May, 2025
T U E S D A Y				12 Noon Planning Training 2.00 pm Planning Committee
	7th May, 2025	14th May, 2025	21st May, 2025	28th May, 2025
W E D N E S D A Y				10.00 am Cabinet 5.00 pm Corporate Parenting Board
	1st May, 2025	8th May, 2025	15th May, 2025	22nd May, 2025
T H U R S D A Y	LOCAL BOROUGH, MAYORAL & PARISH COUNCIL ELECTIONS			
	2nd May, 2025	9th May, 2025	16th May, 2025	23rd May, 2025
F R I D A Y		10.00 am Group Meetings 11.30 am Annual Council Meeting (To Reconvene @ 2.00pm, Civic Office)	9.30 am Planning Committee Site Visits 5.00 pm Deadline for Questions & Statements to Cabinet	

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City of Doncaster Council

Report

Date: 19 May 2023

To the Chair and Members of the COUNCIL

MEMBER DEVELOPMENT PROGRAMME: REVIEW OF 2022/23 & PROPOSALS FOR 2023/24.

EXECUTIVE SUMMARY

1. This report update on training undertaken during 2022/23 and provides details of the proposed member training and development programme 2023/24.

EXEMPT REPORT

2. This is not an exempt report.

RECOMMENDATIONS

3. Council is asked to:-
 - i. Note the Member training and development undertaken during 2022/23.
 - ii. Endorse the programme of Member Development activities and seminars scheduled for 2023/24 at Appendix A, including the inclusion of Treasury Management, Equalities Diversity Inclusion and Cultural awareness and Race Equality Training as mandatory for all Members.
 - iii. Note the programme of Member Development at Appendix A 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 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 (2021 – 2025) 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 Committee membership 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 one Member from each political group. During 2022/23 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 and remotely using Microsoft Teams. Some training however, is commissioned and delivered by external providers where this provides better value for money or requires specific expertise. Training can be delivered face to face if required. Mandatory training sessions are run on a number of occasions and at different times to ensure this accommodates Members' availability, particularly those who may have work or caring responsibilities.

Evaluation of Member Development Activities 2022/23

8. **Mandatory Training for specific roles** - Following the 2022 Annual General Meeting, mandatory training was provided to support Members in undertaking specific roles on Committees e.g. Chairing skills, Planning, Audit and Overview and Scrutiny training. Training for Licensing Committee Members is now delivered externally by the Institute of Licensing.
9. **Mandatory Training for all Members** - During the course of the year Members were asked to complete a new mandatory course on Cyber Security, this replaces the Spam and Phishing course previously undertaken. Cyber Security is a significant risk for local authorities and this training ensures Members are aware of the actions needed to protect the organisation from cyber threats.
10. **Externally hosted events** - A number of externally hosted events have taken place during the year to provide Members with an external perspective on their role. The Local Government Association hosted a session for Members on Prevention Matters – how elected Members can improve the health of their communities. Members were also provided with an opportunity to attend a participative and engaging Race Equality Training session in January 2023.
11. **Member seminars and briefings** have kept Members informed and updated on a range of issues, policy changes and changes to service delivery. Briefings have been held on the important issues such as Doncaster Sheffield Airport, Cost of Living and Proud to Care.

Member Training & Development 2022/23

12. The Member Training programme for 22/23 is attached at Appendix A and has been considered by the Member Development Working Group. All Councillors have been given the opportunity to put forward issues for consideration. Officers have also been asked to identify any topics for seminars and briefings for inclusion 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. This programme will also be regularly reviewed and updated by the MDWG.
13. **Mandatory training:** During the course of the year Training on Equality, Diversity and cultural awareness will be arranged for all Members. This will ensure greater understanding of the 2023-25 Equality, Diversity & Inclusion Framework and Protected Characteristics agreed by Cabinet on 29th March 2023. It is also recommended that the Race Equality Training be undertaken as a mandatory session by those Members who were unable to attend the sessions in January 2023.
14. CIPFA issued a revised Treasury Management code in December 2021 for implementation from 1st April 2023. The Code now requires all members with responsibility for treasury management receive adequate training. Treasury management is the management of an organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks

associated with these activities and the pursuit of optimum performance consistent with those risks. The Treasury Management Strategy is approved by Members as part of the Council's budget therefore all Members will be required to complete the training. The training will explain in more detail what Treasury Management means and Members will develop an enhanced awareness of their role within the Treasury Management function, understanding the changing market environment and the challenges facing officers on a daily basis.

15. **Mandatory Training for specific roles** - Following the AGM, training has been arranged to ensure any Members newly appointed to Committees undertake relevant training to fulfil their role on those committees e.g. Licensing, Planning, Audit and Charing. Licensing training will be undertaken remotely and be delivered by the Institute of Licensing.
16. **Developing Community Leadership** – During the course of the year we will continue to identify any relevant training that will support Members in Leading, representing and effectively communicating with communities. This may include presentation skills, communication, resilience and conflict resolution.
17. **Overview and Scrutiny** – Further training sessions will be arranged to support Members in their Overview and Scrutiny role. Requests for additional training have been made by a number of Scrutiny Chairs and Vice Chairs to support with developing recommendations and chairing. This will build on the sessions previously delivered around the general principles of Overview and Scrutiny and developing questioning skills and will be considered during the course of the year.
18. **Briefings and Seminars** - During the course of the year Members will continue to receive briefings, seminars and updates on important issues as they arise, topics for consideration will be identified over the course of the year to ensure updates are timely and appropriate. Members will be informed via the weekly training and seminar email, topics are likely to include updates on Doncaster Sheffield Airport and any specific policy or legislative changes.

Additional Training and Development Activities

19. 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. This will also be supplemented by briefings and guidance on general governance issues such as code of conduct, decision making processes and constitutional guidance where appropriate.
- Whilst training will continue to be delivered using Microsoft Teams, opportunities for face to face training sessions will be considered where this is appropriate.

Monitoring and Review


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






OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

21. To develop a stand-alone one-year training and development programme would not provide a planned co-ordinated approach to Member Training and Development. This programme builds on the initial induction and mandatory training programme introduced during 2021/22 and 2022/23.
22. Endorsing an initial training programme and agreeing the principles of future training and development for the current cohort of Councillors will help establish a planned and co-ordinated programme of development activities.
23. The MDWG will continue to review the programme regularly to ensure it is relevant and stays on track. The programme is a planned approach aimed at meeting the development needs of Members now and in the future. Identifying mandatory training serves to support Members in their role ensuring clarity and identifying any risks or corporate/personal liabilities.

IMPACT ON THE COUNCIL’S KEY OUTCOMES

24. This report has no direct impact on the Council’s Key Outcomes. However, ensuring Councillors have the skills and knowledge to undertake their role will ensure they are more likely to positively contribute to all priorities.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓

Comments: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments N/A				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and family-friendly borough				✓
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				
Fair & Inclusive				✓
Comments: Training on Equalities, Diversity and Inclusion, Cultural Awareness and Race Equality all feature in the 2023/24 programme. Ensuring Councillors are				

fully aware of the Council's role in this area will assist them in delivering this agenda and effectively supporting their communities and effective decision making.

LEGAL IMPLICATIONS [Officer Initials: NC Date 09/05/23]

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

FINANCIAL IMPLICATIONS [Officer Initials: PH Date: 09/05/23]

26. A budget of £5k 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 2023/2024 programme.

HUMAN RESOURCES IMPLICATIONS [Officer Initials: KG Date: 09/05/23]

27. 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 [Officer Initials: ET Date: 09/05/23]

28. 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 as well as the development of applications that will support remote and flexible working. Significant work has taken place by the Digital Training Team to support and engage with Councillors and support them in the use of new technology.

RISKS AND ASSUMPTIONS

29. 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.

30. 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.

CONSULTATION

31. 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

32. There are no 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 2023/24 APPENDIX A

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

All training is scheduled for 2 hours maximum, both day and evening sessions

No.	Topic	Date
1	New Member Induction - Mandatory for newly elected Councillors. MS Teams	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 next 2024/25
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) including Cultural Awareness* MS Teams	TBC
4	Children’s Services Safeguarding and Corporate Parenting (COMBINED) MS Teams	Completed
5	Child Exploitation MS Teams	Completed
6	Spam & Phishing E-Learning	Completed Replaced with Cyber Security (6a)
6a	Cyber Security E-Learning	Completed
7	Health & Safety for Elected Members MS Teams	Completed

8	Adult Safeguarding MS Teams	Completed
9	Code of Conduct MS Teams	Completed
PROPOSED Mandatory Training For All Members		
9 a	Treasury Management	Monday 3 rd July 2023 at 2pm Tuesday 4 th July 2023 at 10am Wednesday 5 th July 2023 5.30pm
9 b	Race Equality Training	TBC
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 MS Teams	Wednesday 24 th May 2023 at 1pm
11	Licensing Induction MS Teams	Training session with the Institute of Licensing date: TBC
12	Audit Induction MS Teams	Wednesday 7 th June 2023 at 2pm
13	Chairing Skills (compulsory for Chairs & Vice Chairs of Committees) MS Teams	Wednesday 24 th May 2023 at 2.30pm
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 MS Teams	To be arranged as required.
15	Local Government Finance	To be arranged as required.

	Mandatory for Cabinet & Scrutiny Members MS Teams	
16	Understanding Overview and Scrutiny Mandatory for Overview and Scrutiny Members (providing an overview of the function) MS Teams	To be arranged as required. <i>Please note there are limited places on this course.</i>
17	Understanding Your Role on Outside Bodies Mandatory for Councillors appointed to Outside Bodies. MS Teams	To be arranged.
OTHER TRAINING SEMINARS AND BRIEFINGS (Further sessions to be determined during the course of the year)		
	Overview and Scrutiny Skills Training; e.g. Developing Recommendations Questioning Skills	TBC
	Licensing for Non-Licensing Members	TBC
	Prevent Terrorism (WRAP)	TBC
	Health in All Policies	TBC

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Report

Date: 19th May 2023

To the Chair and Members of the Council

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

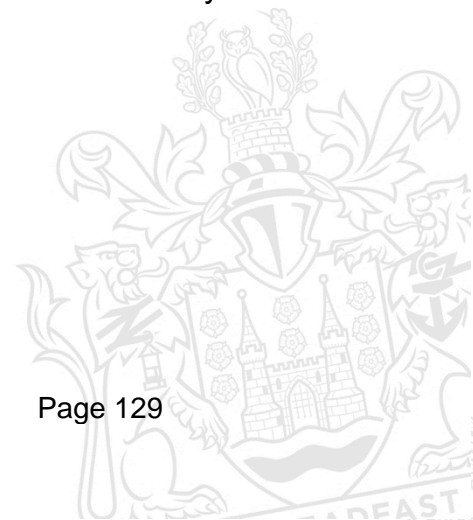
Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Nigel Ball	Finningley Ward	No

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. Auckley Parish Council have produced a Neighbourhood Plan for their Parish boundary. Following a successful independent examination, a Referendum relating to the adoption of the Auckley Neighbourhood Plan was held on Thursday 20th April 2023.
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 city 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.



RECOMMENDATION

6. It is recommended that:

To formally adopt (make) the Auckley 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 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.
9. There are currently 11 Neighbourhood Plans for the city; 8 adopted (Tickhill and Burghwallis November 2016, Edlington July 2018, Armthorpe November 2018, Bawtry September 2019, Edenthorpe July 2021, Sprotbrough September 2021 and Rossington March 2022) and now Auckley having reached the final stage of the process, adoption (being 'made'). 2 others in preparation or under consultation (Thorne-Moorends, and Stainforth) and Tickhill under review.
10. 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 Auckley NDP must be determined in accordance with the Development Plan including the appropriate Neighbourhood Plan.
11. 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 Auckley 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 Auckley Neighbourhood Plan are set out below, which was successful at referendum.

12. **Auckley:** The question asked in the referendum was, "Do you want City of Doncaster Council to use the Neighbourhood Plan for Auckley to help it decide planning applications in the neighbourhood area?"

The number of votes cast in favour of a 'Yes' – 405

The number of votes cast in favour of a 'No' – 46

Votes cast – 451

Ballot papers rejected - 0

Electorate – 3624

Turnout – 12.44%

OPTIONS CONSIDERED

- 13 It is considered that there is only one realistic option available, which is option A:

Option A (recommended):

- Adopt the Auckley Neighbourhood Plan as part of the statutory development plan for the City.

Option B (not recommended):







- Do not adopt the Auckley Neighbourhood Plan.



REASONS FOR RECOMMENDED OPTION

- 14 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.
- 15 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 Auckley designated boundary area alongside national and other local planning policy.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

16 Neighbourhood Plans have been identified as potentially impacting on the Council's following key outcomes:

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change	✓			
Comments: Neighbourhood Plans give Town and Parish Councils opportunities to influence climate issues and improve their local environment.				
 Developing the skills to thrive in life and in work	✓			
Comments: Neighbourhood Plans give Town and Parish Councils and local residents another means to influence the development of where they live.				
 Making Doncaster the best place to do business and create good jobs	✓			
Comments: 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 policies in Local and Neighbourhood Plans provides certainty for developers and investors.				
 Building opportunities for healthier, happier and longer lives for all	✓			
Comments: Neighbourhood Plans can focus on the individual characteristics of the local area.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs	✓			
Comments: 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.				
 Nurturing a child and family-friendly borough				✓
Comments: No direct impact.				

 Building Transport and digital connections fit for the future	✓			
Comments: Neighbourhood Plans give Town and Parish Councils opportunities to take more ownership of and influence connectivity in their area.				
 Promoting the borough and its cultural, sporting, and heritage opportunities	✓			
Comments: 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.				
Fair & Inclusive	✓			
Comments: Town and Parish Councils or qualifying bodies should ensure their Neighbourhood Plans are inclusive and open in the preparation and ensure that the wider community are kept informed; views made; and all be activity involved. Public consultation takes place throughout the process and requests and responses are made publically available (consultation statements). Neighbourhood Plans are examined independently, fairly and transparently.				

Legal Implications [Officer Initials: SRF | Date: 25.04.2023]

- 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 Auckley 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 Auckley Neighbourhood Plan.

Financial Implications [Officer Initials: CS | Date: 25.04.2023]

- 20 There are no direct financial implications associated with the formal adoption

of the Auckley 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.
- 22 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 Initials: DK | Date: 25/04/2023]

- 23 There are no direct HR Implications in relation to this report and the proposal to introduce the Auckley Neighbourhood Development Plan.

Technology Implications [Officer Initials: PW Date: 24/05/23]

- 24 There are no anticipated technology implications associated with this decision.

RISKS AND ASSUMPTIONS

- 25 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 Auckley 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.

CONSULTATION

- 26 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.
- 27 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.

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

BACKGROUND PAPERS

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

Auckley Neighbourhood Development Plan ([MODIFIED](#))

Auckley Neighbourhood Plan [website](#)

Neighbourhood Planning (General) [Regulations 2012](#)

Neighbourhood Planning (General) (Amendment) [Regulations 2015](#)

The Neighbourhood Planning (General) and Development Management Procedure (Amendment) [Regulations 2016](#)

National Planning Practice Guidance: [Neighbourhood Plans](#)

National Planning Policy Framework ([July 2021](#))

[Planning and Compulsory Purchase Act 2004](#)

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

CIL - Community Infrastructure Levy

EU – European Union

LPA - Local Planning Authority

NDP – Neighbourhood Development Plan

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

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