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**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

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To all Members of the  
**COUNCIL**

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

**Venue: Ballroom - Mansion House, Doncaster**

**Date: Friday, 17th May, 2024**

**Time: 11.30 a.m.**

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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 737662/736709/736723 by 4pm on Thursday 16<sup>th</sup> May to reserve a place.

### **BROADCASTING NOTICE**

The second part of the meeting, to be held in the Council Chamber, Civic Office, is being filmed for subsequent broadcast via the Council's website. 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**

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Issued on: Thursday, 9th May 2024

**Governance Officer for this meeting**

Jonathan Goodrum  
Tel 01302 736709

City of Doncaster Council

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4. Presentation of badges to the retiring Chair of Council and Consort.	
5. Vote of thanks to the retiring Chair of Council and Consort.	
<b>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.</b>	
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## Annual Council Friday 17<sup>th</sup> May, 2024

### 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 will be seated in the front two sections of seating. Officers, 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 Duncan Anderson and his Mayoress Ms Fiona Anderson, the retiring Vice-Chair of Council, Councillor Julie Grace and her Consort, Bishop Sophie 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 Bishop Sophie, Chief Executive and Junior Civic Mayor who (with the exception of the JCM) will then be seated at the table on the stage.
6. Chair of Council, Councillor Duncan Anderson, will invite Bishop Sophie to say prayers. He will then formally open the meeting.

#### Agenda Item 2

7. Chair of Council, Councillor Duncan Anderson, will invite nominations for the post of Chair of Council for 2024/2025. 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 Duncan Anderson, 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 and the result 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 Bishop Sophie and the Chief Executive, who will then be seated on the stage.
14. The Chair of Council will invite Councillor Duncan Anderson, former Chair of Council and his Mayoress Ms Fiona Anderson to the front of the stage for the Chief Executive to present them with their commemorative badges (and the junior civic mayor to present the out-going Civic Mayoress with flowers).
15. The newly elected Chair of Council will address the Council.
16. The Chief Executive will present flowers to the new Chair of Council and their Consort.
17. Members will have the opportunity to give a Vote of Thanks to Councillor Duncan Anderson, former Chair of Council. Councillor Anderson 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. Invited guests will be escorted to the Drawing Room and served a buffet lunch.
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.

# Agenda Item 8

## CITY OF DONCASTER COUNCIL

### COUNCIL

MONDAY, 26TH FEBRUARY, 2024

A MEETING of the COUNCIL was held in the COUNCIL CHAMBER, CIVIC OFFICE, WATERDALE, DONCASTER DN1 3BU, on MONDAY, 26TH FEBRUARY, 2024, at 2.00 p.m.

#### PRESENT:

Chair - Councillor Duncan Anderson

Vice-Chair - Councillor Julie Grace

Mayor - Ros Jones

Deputy Mayor - Councillor Glyn Jones

Councillors Nick Allen, Bob Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Glenn Bluff, Laura Bluff, Nigel Cannings, Bev Chapman, James Church, Gemma Cobby, Phil Cole, Jane Cox, Steve Cox, Aimee Dickson, Susan Durant, Sue Farmer, Sean Gibbons, Martin Greenhalgh, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Richard A Jones, Jake Kearsley, Majid Khan, Jane Kidd, Sue Knowles, Sophie Liu, Tracey Moran, John Mounsey, Emma Muddiman-Rawlins, Tim Needham, David Nevett, Jane Nightingale, Thomas Noon, Ian Pearson, Cynthia Ransome, Rob Reid, Andrea Robinson, Glynis Smith, Sarah Smith, Gary Stapleton and Austen White.

#### APOLOGIES:

Apologies for absence were received from Councillors Rachael Blake, Linda Curran, Andy Pickering and Dave Shaw.

#### 59 MINUTES SILENCE AS A MARK OF RESPECT

Prior to being seated, the Chair of Council, Councillor Duncan Anderson, asked that everyone remained standing to observe a minute's silence as a mark of respect for Honorary Freeman of the Borough, Bobbie Roberts, MBE, and longstanding Council Officer, Joan Beck, former Director of Adult Social Services at the Council, who had both recently passed away.

#### 60 DECLARATIONS OF INTEREST, IF ANY

In accordance with the Members' Code of Conduct, Councillors Bob Anderson, Steve Cox, Susan Durant, Nick Allen, Sue Farmer, Bev Chapman, Nigel Cannings, Aimee Dickson, Mark Houlbrook, Jake Kearsley, Joe Blackham, Jane Nightingale and Sarah Smith, declared a Disclosable Pecuniary Interest or other registerable interest in Agenda Item 11, the Housing Revenue Account Budget 2024/25 to 2027/28 report.

#### 61 MINUTES OF THE COUNCIL MEETING HELD ON 18TH JANUARY, 2024

RESOLVED that, subject to the addition of Councillor Ken Guest to the list of Members in Attendance, the minutes of the meeting held on 18th January, 2024, be approved as a true record and signed by the Chair.

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

The Chair of Council made the following announcement: -

“I am pleased to announce the introduction of a new annual Civic Mayor’s award to recognise a worthy organisation or individual who has made a positive contribution to our communities. The award will particularly seek to celebrate the unsung heroes who work tirelessly in our voluntary and community sector to support those in need or help create a more positive and vibrant place to live. Recipients will receive a certificate and engraved trophy and small celebration event at the Mansion House with the Civic Mayor and close family and friends.

I will be making my personal choice later in the year however, the inaugural award will be made posthumously to the late John Holt former Deputy Lord Lieutenant to recognise his work in promoting the City and to recognise his charitable work. You will recall John was instrumental in the creation and development of Bluebell Wood Children’s Hospice and was a significant supporter of our Civic events. Thank you.”

Councillor Sarah Smith made the following announcement: -

“We’re really happy to share that on 8<sup>th</sup> March, we will be hosting a Reclaim the Night Walk in Doncaster! This empowering event comes as a response to a concerned resident writing to Mayor Ros Jones - reaching out to us, highlighting the absence of such a vital initiative in our communities.

Reclaim the Night marches have a rich history dating back to 1977, when the first march took place in Leeds, inspired by similar events worldwide. Since then, these marches have served as powerful demonstrations against gender-based violence, harassment, and inequality.

Our aim is simple: to create a safe and inclusive space where all members of our communities, regardless of gender, can come together to raise awareness and demand change. By marching together under the night sky, we symbolically reclaim public spaces and assert our right to feel safe at all times.

The urgency of our cause is underscored by the alarming statistics from last year’s Doncaster City Council’s survey: which showed:

- 78.4% of people feel unsafe taking public transport at night
- 90.6% feel unsafe walking the city at night
- and a staggering 93.1% don't feel safe being in a park at nightfall.

These numbers are not just statistics; they represent the lived experiences of our community members. And I am sure nearly everyone in this room has had experience of feeling or being unsafe in a public space – I know I have as a survivor of both harassment and domestic violence. And they demand action.

We invite you, our valued councillors, colleagues, residents, family members, and friends, to join us in solidarity as we take to the streets. Let’s walk together, shoulder to shoulder, to send a powerful message: that everyone deserves to feel safe in our city, day or night.

So mark your calendars and spread the word! Let's make our voices heard and reclaim the night for everyone."

63 QUESTIONS FROM THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE  
RULE 13:-

(a) Question from Mr David Dixon to the Mayor of Doncaster, Ros Jones: -

"On a Saturday night is it safe to wait for a bus at Frenchgate bus station?"

Mayor Ros Jones gave the following response: -

"Thank you for your question, Mr Dixon, Doncaster Interchange otherwise known as the Frenchgate Bus Station does have dedicated security officers employed by the Doncaster Interchange and is covered by a CCTV system which is monitored by Interchange staff. These measures enhance safety in the area for users of the bus station.

The interchange area is also patrolled by South Yorkshire Police and our own City Centre Engagement Officers, and we have regular liaison with the security staff and management, who are part of our City Centre Partnership meetings, alongside the Frenchgate Centre.

Recently we have been made aware of an increase in anti-social behaviour at the Interchange and Frenchgate Centre, particularly during school holidays and as a result the Police and our own Engagement officers have increased patrols in the area. This has been supported by a wider Partnership Plan to tackle Anti-Social Behaviour in this area, based around an engagement, intervention and enforcement approach.

I would encourage anyone who witnesses Anti-Social Behaviour to report it, both to this council and South Yorkshire Police, we cannot be everywhere, but we will deploy our limited resources based on intelligence and reported incidents."

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

"Given the rise in anti-social behaviour, would you be able to use your influence to recommend that the satellite police station in the Frenchgate Centre be manned from 7-9.30pm?"

Mayor Ros Jones gave the following response: -

"I will indeed put that to the Police. Whilst they are facing the same problems as us in terms of resources, I know they have increased resources within the city centre."

64 COUNCIL'S CORPORATE PLAN 2024/25

The Mayor presented to Council the Corporate Plan for 2024-2025 which sets out this Council's contribution to the Team Doncaster Borough Strategy for the forthcoming financial year.

The Mayor reiterated to Members the importance of the Corporate Plan and Borough Strategy, and outlined how, in 2023/24 the Council had continued to make significant contributions to all of its themes.

Under Tackling Climate Change theme, additional electric charging points had been installed and Low Carbon grants administered to businesses.

Within the Skills Priority, Doncaster hosted the UK's first Remake Learning festival which engaged over 10,000 residents, and the delivery of the Stainforth Towns Deal and ongoing work to re-open the Airport demonstrated how the Council has supported its economic ambitions,

In terms of 'Healthier and Happier borough' theme, Doncaster's All Age Carer's strategy had been launched, and Wellbeing hubs had continued to deliver help for residents with food banks, warm banks, debt advice and energy advice. Members noted that the Localities working model had been embedded across the borough in order to help make our communities safer, stronger, cleaner and greener, as well as delivering road safety advice in schools and helping over 225 Ukrainian refugees to settle in Doncaster following the war in their home country.

Organisations had been supported in order to achieve child-friendly accreditation and have provided school holiday activities to help nurture a child and family-friendly borough, and Transport connectivity across the borough had been further developed, with rail improvements at Hatfield and Stainforth and investments in walking and cycling routes to improve active travel options.

Finally, the Mayor reported that they had continued to promote the borough and its cultural, sporting and heritage offer through a variety of events throughout the year, and had received a Royal Visit from His Royal Highness King Charles to mark our new city status.

Moving forward, the 2024-25 Plan identified 10 key corporate priorities that would look to represent the Council's borough strategy contributions for this year.

The priorities for 2024 to 2025 had been grouped into 3 themes:

- **Organisational Priorities** which looked at cultivating a dynamic, diverse, informed and empowered workforce. Additionally, this priority looked to create a fairer, kinder, more inclusive city and worked on a 'think local, act personally' outlook.
- **People-focused priorities** which include Improving outcomes in adult social care and our children's directorate, and Co-delivering an impactful NHS partnership.
- **Place-focused priorities.** These include work to re-open the Airport, Delivery of our programme of major projects, and a range of activity to create safer, stronger, cleaner neighbourhoods.
- **Team Doncaster strategies** linked to Education & Skills, Health & Wellbeing, Culture, the Economy, Housing and Environment & Sustainability.



The Mayor noted that the Council would have to continue to work hard to deliver more, but with less resources available; and as a result, a large portion of work would be done in partnership with other organisations in the public sector, private sector, and the voluntary and community sector.

RESOLVED that the Council's Corporate Plan for 2024/25 be approved.

## 65 CAPITAL STRATEGY & CAPITAL BUDGET 2024/25 - 2027/28

Prior to Council's consideration of the report, the Chair of Council, Councillor Duncan Anderson, 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.

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which outlined the Capital Strategy and Capital Budget proposals for the next four years, 2024/25 to 2027/28.

The Mayor stated that this Council continued to invest in the future of the Borough despite the tough economic climate with £506.6m of capital investment planned over the next four years that would continue to stimulate growth and prosperity, with £193.1m of investment planned for 2024/25.

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 £227.8m investment in the Council's social housing stock over the next four years, covering maintenance, adaptations and the new build programme. Some areas of investment included:

- Over £1.5m in our parks and green spaces
- Cemetery extensions at Rosehill, Redhouse, Campsall, Mexborough & Rossington
- Cusworth Hall - £2.4m for maintenance and improvements
- Over £20m investment in our schools for 2024/25, including new school places in Armthorpe, Auckley, Dunsville, Rossington and the city centre.
- Over £10m works to improve flood defences in the areas identified with the greatest need including Bentley, Conisbrough, High Melton and Tickhill
- Stainforth - Towns Fund works progress
- Mexborough - £13m to improve access to the town centre, making the road safer and a more attractive entrance to the town
- In our City Centre - Corn Exchange works due to complete this year, Waterfront site remediation due to commence, St James Baths being redeveloped, Copley House redeveloped, and the old library demolished creating public open space.

In addition, Members were informed that the Council was committed to the ongoing refurbishment of its leisure centres:

- With £14.4m for refurbishment works at the Dome that will bring much needed investment, support the long-term service provision at this location and in turn the viability of Doncaster Culture and Leisure Trust.
- Over £1.3m for phase 2 of Thorne Leisure centre works

The Mayor advised that the airport did not feature in the Capital Programme at this stage, due to funding not being finalised. The Council had applied for funding from SYMCA and the outline business case was approved on the 13th February. The Council would then be required to submit a Final Business Case before funding could be drawn down.

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

For - 40

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

Against - 9

Councillors Nick Allen, Glenn Bluff, Laura Bluff, Nigel Cannings, Jane Cox, Steve Cox, Thomas Noon, Cynthia Ransome and Gary Stapleton.

Abstain - 2

Councillors Martin Greenhalgh and Richard A. Jones.

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

RESOLVED that:

- (1) the Capital Strategy, as set out in Appendix 3 of the report, be approved;
- (2) the Capital Programme for 2024/25 to 2027/28, as detailed within paragraphs 13 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, as identified within Appendix 1 of the report, including the Retained Buildings Programme, School Condition Programme and Integrated Transport Block.

66 TREASURY MANAGEMENT STRATEGY STATEMENT 2024/25- 2027/28

Mayor Jones presented a report to Council that set out the strategy for management of the Council's finances and provided a framework for the operation of the treasury management function within the Council. Treasury management aimed to optimise

the council's cash flow and secure the most effective arrangements to support the long-term funding requirement. Key prudential indicators relating to borrowing limits were detailed in the report.

Members noted that there had been no significant changes made to the report this year and the key issue to take was that the Council remained under borrowed and would continue to use its internal resources (reserves and balances) to reduce the need to borrow whilst interest rates remained 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 - 40

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

Against - 10

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

Abstain - 1

Councillor Richard A. Jones.

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

RESOLVED that Council approve:-

- 1) the Treasury Management Statement 2024/25 to 2027/28 and the Prudential Indicators included; and
- 2) the Minimum Revenue Provision (MRP) policy as set out in paragraphs 41-42 of the report.

67 REVENUE BUDGET 2024/25 - 2026/27

The Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought approval of the Revenue Budget proposals for 2024/25 to 2026/27.

The Mayor stated 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. She explained that the Council now had 24% less to spend on services in real terms than it did in 2010/11 which created challenges and represented a £334 reduction per resident or £745 per household.

The Mayor explained that this budget provided sufficient resources to enable front line services to continue to deliver at their current service levels despite increased service pressures and rising costs. It was noted that there remained a great deal of uncertainty in relation to Adults and Children's Social Care costs and long-term funding for Local Authorities, and yet again the Council had been provided with a single year settlement meaning there was a lack of certainty over funding vital public services in the medium-term.

Mayor Jones highlighted that across the country, Councils of all political control were struggling due to lack of government funding, rising service delivery costs and increasing demand. A survey by the Local Government Association had found that 20% of councils believed it very or fairly likely that they would need to issue a Section 114 notice effectively declaring themselves bankrupt.

In light of the above, the Mayor stated that she wished to reassure residents that, whilst it remained under significant pressure, City of Doncaster Council was in a stable financial position, and it did not envisage issuing a Section 114 notice in the foreseeable future. That being said, difficult decisions had been made to balance the budget and meet an overall recurrent budget gap of £17.2 million by 2027.

In light of the pressures and future risks, a Council Tax increase of 2.99% was being proposed alongside a further 2% increase for Adult Social Care, this would mean council tax would increase by 4.99% in total. The Adult Social Care precept was specifically used to contribute towards Adult Social Care funding pressures.

Overall, this would increase Band A Council Tax by just over £1 per week and Band D by £1.50 per week.

The Mayor concluded by stating that, with still no certainty from Government about funding beyond the next year, it was hard to plan ahead. Thankfully, however, the Council was financially well managed, and the Mayor stated that she would do whatever she could to mitigate the impacts of uncertainty. She remained firmly focused on supporting Doncaster's priorities outlined in the corporate plan and the 10-year borough strategy – Doncaster Delivering Together to create a safer, stronger, cleaner and greener Doncaster.

Mayor Jones thanked the Overview and Scrutiny Management Committee for their response to her budget proposals, which would enable the Council to live within its means during these difficult times.

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

For - 40

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

Against - 10

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

Abstain - 1

Councillor Richard A. Jones.

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

RESOLVED that the Revenue Budget for 2024/25 to 2026/27, 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 £654.0m and a net Revenue Expenditure Budget of £258.3m, as detailed within Appendix A;
- (3) Council Tax increasing by 4.99% to £1,649.73 for a Band D property (£1,099.82 for a Band A) for 2024/25. This includes:-
  - (i) 2.99% Council Tax increase, equating to an increase of 90p for Band D per week, £46.98 for a Band D property per annum (61p per week for Band A, £31.32 per annum); and
  - (ii) 2% Government Adult Social Care precept, equating to an increase of 60p per week for Band D, £31.43 per annum, (40 for Band A per week, £20.95 per annum).
- (4) the Revenue Budget proposals for 2024/25, as detailed within Appendix B (pressures £8.7m) and Appendices C and D (savings £10.9m) of the report;
- (5) the 2024/25 Grants to 3rd Sector Organisations, as detailed within paragraph 53 and Appendix F of the report;
- (6) the fees and charges proposed for 2024/25 at Appendix G of the report; and

- (7) the Chief Financial Officer's positive assurance statements be noted, as detailed within paragraphs 61 to 80 of the report.
- (8) to note that Cabinet delegated the acceptance, and spend decision, of any 2024/25 Household Support Fund grant allocation to the Director of Corporate Resources, in consultation with the Mayor;
- (9) to note that Cabinet delegated approval of a spending plan for the £3.146m additional social care funding to the Director of Corporate Resources and the Assistant Director Finance & Technology (Section 151), in consultation with the Mayor, as detailed in paragraph 35 of the report; and
- (10) to note that Cabinet delegated the approval to change fees and charges in-year, as a result of increases or decreases in energy costs, to the Chief Financial Officer in consultation with the relevant portfolio holder, as detailed in paragraph 49 of the report.

## 68 HOUSING REVENUE ACCOUNT BUDGET 2024/25 - 2027/28

The Council considered a report, presented by the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Housing and Business, which detailed the Housing Revenue Account (HRA) Budget proposals for the 2024/25 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 6.7%, plus a further 1% which would be used for the acquisition of approximately 26 additional Council properties to help address the demand for social housing, which would mean a total rent increase of 7.7% in 2024/25. This increase was in line with Government policy. Average rent in Doncaster would continue to be the lowest of all South Yorkshire Councils and 9th lowest in the whole Country at £88.16 per week.

The Deputy Mayor stressed that this recommendation had been given careful consideration due to the current economic climate, but approximately 73% of tenants would see an increase in their housing benefit and universal credit payments to cover the impact of this change.

It was noted that Council rents continued to be significantly lower than those in the private sector and in Doncaster there was still in the region of 8,000 people on the housing register. With this rent increase, the Council would continue to maintain the standards and services for its current properties and tenants and provide additional properties to help to alleviate the demand for housing.

The Deputy Mayor stated that, for the first time since the right to buy regulations were introduced in 1980, the Council was budgeting to have an increase of properties within the Housing Revenue Account in the next financial year.

The Deputy Mayor explained that while the Council had a budget of over £12m next year for the acquisition of 138 additional HRA properties, it was disappointing to note that this was expected to be offset by the sale under right to buy of approximately 90 properties.

The Deputy Mayor stated that the main changes in this year's budget that he wished to draw Members' attention were: -

- £1m to be used to create a team to deal with damp, mould and condensation and also to address any issues that arise out of these property surveys and visits, this new investment equates to a 1.2% rent increase.
- Budget allocations of £1.1m to deal with the expected cost of regulation, which includes the estimated fees for the regulator of social housing, the building safety regulator, the housing ombudsman and the anticipated cost of stock condition surveys which are required under the new consumer standards, these costs are also equivalent to a 1.3% rent increase.
- The HRA continued to fund an expanding apprenticeship programme within St Leger Homes and this year 4 additional craft apprentices and 2 brand new building surveyor apprentices had been funded to help with the skills gap and aging workforce.

The Deputy Mayor explained that housing rent also funded major investment and improvements in the Council's housing stock, the main details of which were covered in the capital programme report. However, he stated that he wished to specifically draw attention to the following points: -

- Over 50% of the budgeted capital expenditure equating to £15.9m would be on energy efficiency measures as reducing fuel poverty continued to be one of the Council's top priorities. It was also planned to bring on board additional resources in advance of 2025/26 to accelerate further the investment in roofs, windows and insulation. The Council was on track to achieve EPC level C for all properties by 2030, this was an ambitious but deliverable target, that would both improve heat retention and reduce the need for heating and as such reducing fuel poverty.
- Tenant and property safety also continued to be one of the Council's top priorities with just over £4m being invested in electrical improvements and fire safety works.
- All other fees and charges would be increased by the appropriate rate of inflation.

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

For - 40

The Chair of Council, Councillor Duncan Anderson, the Vice-Chair of Council, Councillor Julie Grace, the Mayor of Doncaster, Ros Jones, the Deputy Mayor, Councillor Glyn Jones, and Councillors Bob Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Bev Chapman, James Church, Gemma Cobby, Phil Cole, Aimee Dickson, Susan Durant, Sue Farmer, Sean Gibbons, Ken Guest, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Jake Kearsley, Jane Kidd, Majid Khan, Sue Knowles, Sophie Liu, Tracy Moran, John Mounsey, Emma Muddiman-Rawlings, Tim Needham, David Nevett, Jane Nightingale,

Ian Pearson, Rob Reid, Andrea Robinson, Glynis Smith, Sarah Smith and Austen White.

Against - 8

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

Abstain - 3

Councillors Nick Allen, Steve Cox and Richard A. Jones.

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 1st April, 2024 by 7.7%, as detailed within paragraphs 7 to 10 of the report in line with Government policy. This will increase average weekly rent by £6.30, resulting in an average rent of approximately £88.16 per week. Rents will be charged every week of the year;
- (2) the budget proposals for the HRA for 2024/25, which are contained within Appendix A to the report. These proposals set a balanced budget for the HRA and maintain a reserve of £3.5m; and
- (3) fees and charges, as detailed within paragraph 14 of the report.

69 COUNCIL TAX SETTING AND STATUTORY RESOLUTIONS 2024/25

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 City of Doncaster Council's Council Tax requirement for 2024/25.

The Mayor confirmed that the City of Doncaster Council was the 'billing authority' and was responsible for preparing the Council Tax Base, setting the Council Tax, billing and collection of Council Tax and maintaining the Collection Fund.

The Mayor explained that the report before Members detailed the Council Tax and statutory resolutions, based on the legislative requirements and decisions taken by the relevant organisations, including the Revenue Budget report considered earlier on the agenda, comprising the following proposals:

- Band D Council Tax charge increase of 4.99% for 2024/25 to £1,649.73, including core Council Tax of 2.99% and an increase in the Adult Social Care precept of 2.0%.
- Over 87% of domestic properties in Doncaster fall into Bands A, B and C with almost 58% falling in Band A, which equates to a charge of £1,099.82 for a Band A property and is an increase of £1.01 per week.



- Increase in Council Taxes of the Joint Authorities (South Yorkshire Police and South Yorkshire Fire) represent an overall increase of 4.96% for Doncaster residents.

It was reported that Doncaster would continue to have the lowest council tax in South Yorkshire and one of the lowest overall in comparison to other councils of similar size in the country. The Mayor stated that Doncaster was an incredibly well managed council, which was why it was still able to deliver the services it did, for one of the lowest council tax rates in the country, as it was very aware of the cost of living crisis people were facing.

The Mayor stated that Doncaster was a caring council, which was why it was committed to protecting the most vulnerable and whilst many Councils had amended their Local Council Tax Reduction Scheme, this Council's policy continued to provide a much-needed safety net for those who were most vulnerable and on the lowest income including pensioners, single parents and those with complex needs or disabilities.

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

For - 40

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

Against - 9

Councillors Nick Allen, Glenn Bluff, Laura Bluff, Jane Cox, Steve Cox, Martin Greenhalgh, Thomas Noon, Cynthia Ransome and Gary Stapleton.

Abstain - 2

Councillors Nigel Cannings and Richard A. Jones.

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 2024/25 of £1,649.73 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 4.99% increase,

represented a 4.96% increase from the 2023/24 Council Tax for Doncaster residents.

70 TO REVIEW THE COUNCIL TAX LONG-TERM EMPTY HOMES PREMIUM

The Council considered a report in relation to reviewing the Council Tax Long-Term Empty Homes Premium, which was presented by Councillor Jane Nightingale, Cabinet Member for Corporate Resources.

Councillor Nightingale reported that since April 2020, in accordance with legislation, City of Doncaster Council had charged an additional 100% Council Tax premium for properties that had been empty and substantially unfurnished for more than 2 years, taking the overall Council Tax charge to 200%. The Levelling Up and Regeneration Act 2023, had reduced the time period before an additional premium could be applied from 2 years down to 12 months. In line with this change, the report proposed that the Council Tax long-term empty premium should now be applied after 12 months from 1 April 2024.

It was noted that this proposal was aimed at encouraging owners to bring empty properties back into use to provide much-needed additional housing for Doncaster residents and reduce some of the issues associated with long-term empty properties such as vandalism and nuisance. The proposal was initially expected to apply to around 634 properties across Doncaster.

Councillor Nightingale explained that this Council and St Leger Homes would continue to work with property owners, providing appropriate advice and support to enable them to bring the properties back into use wherever possible and so avoid paying the premium charges. Where owners chose not to bring their properties back into use, the increased Council Tax income was estimated to be around £500,000 in 2024/25.

RESOLVED to approve the decision to charge a Council Tax premium on properties that have been long-term empty for a period of 12 months rather than the current time period of 2 years, with effect from 1<sup>st</sup> April 2024.

71 COUNCIL TAX PREMIUM ON PERIODICALLY OCCUPIED PROPERTIES (UNOCCUPIED BUT SUBSTANTIALLY FURNISHED)

The Council considered a report in relation to the proposed introduction of a Council Tax premium on periodically occupied properties (unoccupied but substantially furnished), which was presented by Councillor Jane Nightingale, Cabinet Member for Corporate Resources.

Councillor Nightingale explained that, since 1<sup>st</sup> April 2013, in accordance with the legislation, City of Doncaster Council had charged a 100% Council Tax charge to properties which were unoccupied but furnished, also known as second homes. The Levelling Up and Regeneration Act 2023, had introduced changes to Council Tax legislation. In accordance with this updated legalisation, it was proposed that Doncaster Council applies a 100% Council Tax premium to properties which have been unoccupied but substantially furnished for at least 12 months, from 1 April 2025.

It was noted that, as with the long-term empty premium, the proposal was aimed at encouraging owners to bring empty or unoccupied properties back into use, to provide

much-needed additional housing for Doncaster's residents and reduce some of the issues associated with long-term empty or unoccupied properties, such as vandalism and other anti-social behaviour. Based on the number of properties currently meeting the criteria, this would potentially affect around 471 properties across Doncaster.

Councillor Nightingale confirmed that this Council and St Leger Homes would continue to work with property owners, providing appropriate advice and support to enable them to bring the properties back into use wherever possible and so avoid paying the premium charges. Where owners chose not to bring their properties back into use, and if numbers remain consistent by 1 April 2025, the increased Council Tax income was estimated to be circa £750,000 in 2025/26.

RESOLVED to approve the decision to charge a Council Tax 100% premium on properties which are unoccupied but substantially furnished for a period of at least 12 months, to take effect from 1<sup>st</sup> April 2025.

## 72 ANNUAL PAY POLICY STATEMENT 2024/2025

The Council considered a report on the Annual Pay Policy Statement for 2024/25, 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 clearly demonstrated a willingness to increase 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 changes to the ratios this year due to the 2023/24 national pay award being agreed and implemented;
- (ii) The ratio between the highest paid employee salary of the Chief Executive, £179,274 and the lowest employee salary of £22,366 had positively reduced from 8.55:1 to 8.02:1 this year;
- (iii) The ratio between the highest employee salary and average employee salary had slightly reduced from 5.64:1 to 5.46:1, although the average salary had increased by £2,094 per annum;
- (iv) All pay ratios remained well within the threshold considered by the Hutton Review that should be no greater than 20:1; and
- (v) The Council remained committed to reducing the pay difference and increasing low pay.

During subsequent discussion, Councillor Jane Cox asked the Cabinet Member the following question:

“Now that Assistant Directors salaries are over £100,000 do you think there is merit in these appointments going through the Chief Officer Appointments committee?”

After some discussion, the Chair, Councillor Duncan Anderson, suggested that this question be dealt with outside the meeting.

RESOLVED that the Pay Policy Statement for 2024/25, be approved.

73 QUESTIONS BY ELECTED MEMBERS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES 15.2 AND 15.3:-

A. Questions on Notice

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

Q. “As you will be aware, there has been an issue with St Leger Homes carrying out statutory Electrical Safety Inspections. Apparently, the previous contractor was unable to complete the job and so another contractor, Concorde, was recently appointed to undertake the work. Unfortunately, Concorde had to start from scratch because of missing paperwork. Many tenants, therefore, will experience a duplicate Electrical Safety Inspection. Do you know how many St Leger Homes tenants will be affected by this? Obviously, the duplicate tests have caused inconvenience to tenants and residents. Will the council and St Leger Homes apologise, and could you explain why the original contractor was unable to complete the work?”

The Mayor of Doncaster gave the following response: -

A. “Thank you for your question Councillor Allen. However, you are mistaken with some elements of your question.

As a council we have a statutory responsibility to undertake electrical safety checks on all council premises, including our council housing. St Leger Homes manage this responsibility on behalf of the Council in respect of council housing.

In the autumn of 2023, three private sector electrical contractors were appointed to undertake the domestic electrical safety checks. There are 19,813 inspections that have to be undertaken on a cyclical basis. Immediately prior to Christmas, one of these contractors went into liquidation without warning and with immediate effect. This contractor had been allocated 1,550 inspections from the 2023/24 programme. They had completed and invoiced for 911 inspections. However, because they went into liquidation with immediate effect, it was not possible to secure any inspections certificates that they may have been undertaken in respect of the outstanding works. It is possible that some of the outstanding 639 inspections may have been completed by the contractor, but St Leger has no way of knowing this. Unless able to produce an appropriate and in date certificate for all inspections it would not be possible to comply with electrical safety regulations.

To ensure compliance with these statutory regulations and for the safety of our tenants and our homes, St Leger had no other option than to reissue these works to a new contractor. To date, St Leger has only found a handful of instances where a visit had previously been conducted by the liquidated company. All visits

have been coordinated with agreement with tenants and feedback from those tenants affected has been generally favourable as these inspections have been done in consultation with the tenant choosing the most convenient and appropriate appointment for them.

Unfortunately, immediately prior to Christmas, all staff employed by the liquidated company were made redundant. St Leger was able to step in and offer a role to the electrical apprentice that was also made redundant. It is unfortunate that a small number of tenants have had to allow two electrical safety inspections of their homes, but I believe it was certainly the right thing to do in order to ensure the safety of our tenants and staff.

If you have any further questions, I suggest you put them in writing to the Deputy Mayor as the relevant cabinet member. Thank you.”

(b) Question from Councillor Jane Cox to the Mayor of Doncaster, Ros Jones: -

Q. “How many vacancies are there across the Council. What is the breakdown by Directorate. Which position has been vacant the longest and for how long?”

The Mayor of Doncaster gave the following response: -

A. “Thank you for your question Councillor Cox. Current vacancies per directorate are as follows:

- Adults Wellbeing & Culture - 164
- Chief Executives - 69
- Children, Young People & Families - 319
- Corporate Resources - 103
- Place - 283

This equates to a total of 938 vacancies across the council. This is against a total establishment of over 5,700. Our average vacancy rate is 16% which is slightly better than the national average in local government.

An establishment audit is currently being carried out and all managers are required to confirm their establishment. This is to be completed every 6 months. The expectation is that the number of vacancies will reduce from the current number identified on the HR system.

The following positions have been identified as vacant for over 4 years:

- 1 x Assistant Transport Planner
- 2 x Assistant Engineer
- 1 x Engineer.”

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

Q. “If there are 938 vacancies across the Council, is the £30.7 million for these posts accrued in the budget or is it extra money that needs to be found if the posts are filled.”

The Mayor of Doncaster gave the following response: -

- A. "Budgets are always calculated knowing the number of turnover factors so each budget head can be calculated differently. So therefore, simply to equate one to another would give the wrong answer but if you require specific information on these issues, please put it in writing to Councillor Nightingale."

(c) Question from Councillor Martin Greenhalgh to the Mayor of Doncaster, Ros Jones: -

- Q. "I submitted a Councillor online request on behalf of Councillor Nigel Cannings and myself for a "20 is plenty" scheme for the whole of Tickhill. To be fair, the Council's Highways department responded with comprehensive reasoning why this is not possible. However, we and Tickhill Town Council for specific reasons, request the Mayor support a full review of this proposal."

The Mayor of Doncaster gave the following response: -

- A. "Thank you for your question, Cllr Greenhalgh, as a Council we are committed to improving road safety, which is why we have been rolling out 20mph limits in some residential areas and around schools.

The 20mph project currently being undertaken is targeted specifically to appropriate streets that, on the whole, are residential in nature, and where good levels of compliance with a lower limit are likely to be achieved. This will ultimately cover additional parts of Tickhill beyond those already treated near the schools.

However, in terms of blanket coverage for the whole of Tickhill, the main road networks comprising the A60 and A631 are different in nature in that they are not purely residential streets, but form part of the main classified route network, as such carrying through traffic. In order to be effective in influencing actual vehicle speeds, any speed limit requires a good level of understanding and voluntary compliance by drivers without relying on intensive levels of police enforcement, which understandably could not be sustained on all roads across the city.

If you could send me and Cllr Blackham the details of your request, we can pick this up with the relevant officers. Thank you."

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

- Q. "Thank you for your response, I will check with the Clerk of the Town Council. I'm going to support that too and check up on that."

(d) Question from Councillor Glenn Bluff to Councillor Joe Blackham: -

- Q. "Following Councillor Blackham's update at the last full Council could he provide assurance to both members and residents that the halting of work on the proposed Traffic Regulation Order (TRO), as advocated by my motion from 2023 and endorsed by full Council, will not impede efforts to secure funding for the bypass? This project had been highlighted by the Prime

Minister in his 2023 address as part of an Hickleton to A19 scheme and we seek confirmation that, upon approval of any business case and the allocation of funds, the construction of the bypass would commence from the Hickleton end.”

Councillor Joe Blackham gave the following response: -

A. “In relation to construction commencing from the Hickleton end, the scheme would likely be constructed across the whole length and connected to the existing network at the final stage meaning that until the whole scheme is complete the existing network would need to continue to be used. This will likely be out of our control as due to the sheer scale of this scheme it would be a nationally led scheme.

In relation to your further question, I refer to my announcement at the last meeting of Full Council where I stated the following:

‘If we were to continue down the route of exploring a TRO, then it could be detrimental to our case for a bypass.’

Network North states a commitment by the government to launch a new £1 billion roads fund to fund new schemes such as the A1-A19 Hickleton bypass. As this is the only named scheme within this fund, I would expect this puts us in a good position for this new government funding.”

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

Q. “Can we have sight of the original plan as well as the new plan with any revisions as this is very important for the North of Doncaster?”

Councillor Joe Blackham gave the following response: -

A. “Yes, it will be released when the new scheme with a business case is completed, and it will be distributed for comments that anyone wishes to make.”

(e) Question from Councillor Laura Bluff to Councillor Lani-Mae Ball: -

Q. “How many council paid teachers are on long term sick and what is the cost to the council and their relevant grades?”

Councillor Lani Mae Ball gave the following response: -

A. “There are currently 4 on long term sick as of the 20<sup>th</sup> of February. The cost to the Council for the 4 long term absences so far in salary terms is £31,690.

We cannot provide grade data as this would be potentially identifiable data due to such a low number involved.”

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

Q. "What is the plan to get these teachers back into work?"

Councillor Lani Mae Ball gave the following response: -

A. "I'm not HR, nor am I their line manager and neither are you and I don't think we can answer that. They may be waiting for surgery or treatment so we have no idea when this will be."

#### B. Questions without Notice

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

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

Councillor Nick Allen asked the following question: -

Q. "Since the 2021 Mayoral Election, how many trees have been planted successfully across Doncaster and is there any wastage?"

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

A. "As I do not have those figures readily to hand, please put your question via email to the Executive Office and I will make sure you are provided with a written response."

Councillor Jane Cox asked the following question: -

Q. "We are now six weeks on since I asked this question regarding getting a defibrillator installed on a lamp post in Finningley Village and we are still no closer to getting this fitted, despite the involvement of a Director and Assistant Director. May I suggest that we speak to Rotherham Council who just said 'yes, which lamp post', to the same request."

The Mayor of Doncaster, Ros Jones passed this question onto Councillor Joe Blackham, who gave the following response: -

A. "I apologise for the delay. There have been several emails about this, and I have only latterly understood that the difficulties relate to how the defibrillator can be attached to a lighting column. This Council currently has a policy which does not permit such a fitting, but this issue is being addressed as we speak and should be resolved soon. However, it may not be that the defibrillator becomes attached to a lighting column."

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

Q. "I find it absurd that there is no policy to attach a defibrillator, but you can attach Christmas Decorations to any lamp post."



Councillor Thomas Noon asked the following question: -

Q. "Is the money saved on unfilled vacancies across the Council ringfenced or are they not budgeted for?"

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

A. "These are included with the budget as we budget for a certain amount of turnover, they are not ringfenced as the budget covers the overall costs for the provision of services."

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

Q. "There are currently 319 vacancies in the children, young people and families Directorate. This is £10.2 million per year on average. Are these children being left behind by our unwillingness to fill the vacancies?"

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

A. "No, this is totally wrong. It is not a case of being unwilling to fill these vacancies. The Council always tries to fill vacancies, but there is always a turnover factor. The level of vacancies at this Council is currently slightly below the local government average.

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

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

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

There were no questions submitted to Councillor Lani Mae Ball, Cabinet Member for Early Help, Education, Skills and People.

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

In the absence of Councillor Rachael Blake, Cabinet Member for Children's Social Care and Equalities, Members were requested to put their questions in writing to the Executive Office and a written response would be provided.

E. Questions to Nigel Ball, Cabinet Member for Public Health, Communities, Leisure and Culture

Councillor Richard Allan Jones asked the following question:-

Q. "Can I ask what the issues are with the windows at the new museum, and who will bear the costs of any repairs?"

Councillor Nigel Ball gave the following response:-

A. "Some of the windows at the museum have shattered. We are currently investigating this issue with the contractor and the manufacturer of the windows to ascertain the reasons for the windows failing. In my opinion, it is not normal for so many windows to shatter over that period of time, so we are looking into this and we are awaiting the outcome."

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

Councillor Thomas Noon asked the following question: -

Q. "Would you agree that we need to change the approach in how we mend potholes?"

Councillor Joe Blackham gave the following response: -

A. "We are currently looking into this issue and discussing the options available. I believe there may well be better methods out there for fixing potholes on a more permanent basis. There is some new JCB equipment on the market and we are investigating the viability of using this, including whether it can be funded. But it is acknowledged that the way in which we are mending potholes at the moment is not the best way and there is scope for improvement."

Councillor Nick Allen asked the following question: -

Q. "Would you be willing to review the proposed action by City of Doncaster Council in relation to Bessacarr Football Club's failure to sign an SLA? I understand that the Council may serve a breach of tenancy notice on the Club, so I wondered if you might review this given that there is ongoing between the football club and Council officers?"

Councillor Joe Blackham gave the following response: -

A. "I understand that there has been a breach of tenancy. There is no reason why we cannot continue discussions to reach a position of certainty in relation to renewing the lease but while there are real health and safety concerns I am not prepared to allow any lease to continue until those concerns have been addressed."

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

Q. "I think the Health and Safety Breach was because they temporarily switched off the Fire Alarm as it related to a further issue in connection with their utilities bill. Will ongoing dialogue ensure that the Club is listened to?"

Councillor Joe Blackham gave the following response: -

A. "Yes, they are a community group, so I can fully guarantee that we will listen to everything the football club has to say. But they will need to radically change the way they currently operate. The concerns around

health and safety must be addressed before any consideration can be given to extending or renewing their lease.”

Councillor Nigel Ball asked the following question: -

Q. “Regarding potholes, there are large swathes of the borough that have been patched and resurfaced. Can I ask if Councillor Blackham feels that the loss of budget due to Tory austerity has caused these problems.?”

Councillor Blackham gave the following response: -

A. “It’s not that simple. We need a new methodology to find a way to do this properly.”

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

Councillor Jane Cox asked the following question: -

Q. “In the place Capital Programme presented earlier in the meeting, there is £256,000 earmarked on a line item described as Cantley library refurbishment. In earlier budgets this amount was listed as £150,000. Why has the associated cost increased by £100,000 despite no money being spent?

My colleague Cllr Allen has previously asked and been assured that Finningley Ward Members will be consulted about moving the library into the Finningley ward to Cantley Community Centre. We would agree in principle but as yet have had no communication.

How many other projects that never come to fruition are sat in the programme? Can we please have a clear timeline on the future of Cantley library?”

Councillor Phil Cole gave the following response: -

A. “I will liaise with my Cabinet colleagues and we will make sure that you receive a full reply in writing from the appropriate Cabinet member.”

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

Councillor Steve Cox asked the following question: -

Q. “I have been contacted by a resident whose daughter has left the army after 16 years and has been trying to get support from the Council in relation to housing but they seem to be stumbling. Could you give them direction as to how they can get any support in relation to this matter?”.

Councillor Mark Houlbrook gave the following response: -

A. "Thank you for the question. We are covered now by the Armed Forces Covenant which includes housing and education. I am quite willing to investigate this case and refer it to the appropriate officer to make contact with you."

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 Sarah Smith, Cabinet Member for Adult Social Care.

There were no questions put to Councillor Sarah Smith, Cabinet Member for Adult Social Care.

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

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

L. Questions to Councillor 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 Well Being Board

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

74 ANNUAL REPORT ON EXECUTIVE DECISIONS TAKEN UNDER SPECIAL URGENCY 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 6 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.

RESOLVED that Council note the contents of the report.

75 TO RECEIVE THE MINUTES OF THE JOINT AUTHORITIES

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

- A. South Yorkshire Mayoral Combined Authority Board held on 9th January, 2024
- B. South Yorkshire Fire and Rescue Authority held on 15th January, 2024
- C. South Yorkshire Pensions Authority held on 7th September, 2023
- D. South Yorkshire Police and Crime Panel held on 11 December, 2023.

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

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

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Date: 17th May, 2024

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. The Mayor's Scheme of Delegations provides transparency for Doncaster's citizens as to 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
 <b>Tackling Climate Change</b>				✓
Comments: N/A				
 <b>Developing the skills to thrive in life and in work</b>				✓
Comments: N/A				
 <b>Making Doncaster the best place to do business and create good jobs</b>				✓
Comments: N/A				
 <b>Building opportunities for healthier, happier and longer lives for all</b>				✓
Comments: There are no direct health implications from this report. However, the way the responsibilities outlined in the scheme of delegation are delivered will potentially 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.				
 <b>Creating safer, stronger, greener and cleaner communities where everyone belongs</b>				✓
Comments: N/A				
 <b>Nurturing a child and family-friendly borough</b>				✓
Comments: N/A				
 <b>Building Transport and digital connections fit for the future</b>				✓
Comments: N/A				



	<b>Promoting the borough and its cultural, sporting, and heritage opportunities</b>				✓
Comments: N/A					
	<b>Fair &amp; Inclusive</b>			✓	
Comments: N/A					

**RISKS AND ASSUMPTIONS**

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

**LEGAL IMPLICATIONS [Officer Initials SRF Date 09.04.24]**

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

**FINANCIAL IMPLICATIONS [Officer Initials PH Date 12.04.24]**

10. The Members’ Allowances Scheme makes provision for Special Responsibility Allowances to be paid to the Mayor and Cabinet Members which is budgeted for on cost centre NB006.

**HUMAN RESOURCES IMPLICATIONS [Officer Initials SH Date 09.04.24 ]**

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

**TECHNOLOGY IMPLICATIONS [Officer Initials: ET Date: 09/04/24]**

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:**

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**Damian Allen  
 Chief Executive**

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### Report

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17th May, 2024

To: The Chair and Members of the COUNCIL

**Report Title: COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2024/25**

#### **EXECUTIVE SUMMARY**

1. This report seeks Council's agreement to proposed revisions to the Terms of Reference of Committees and Sub-Committees for the reasons set out in the report.

#### **EXEMPT REPORT**

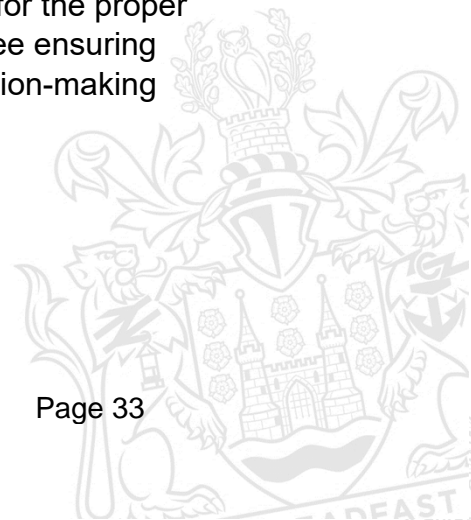
2. This report is not exempt.

#### **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 9 to 10 of this report;
  - (ii) note the existing Terms of Reference for all other Committees and Sub-Committees, as set out within Part 3 of the Constitution remain unchanged; and
  - (iii) note that the Constitution will be updated to reflect any revisions to the Terms of Reference agreed at this meeting.

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

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. Whilst the changes are largely administrative in nature to remove any duplication from the Terms of Reference, the additional text referring to the annual report from the Monitoring Officer is reflective of the practices adopted by the Authority in relation to complaint handling and other issues such as allegations of member misconduct.

### Health and Audit Social Care Scrutiny Panel






10. Changes have been made to Health Overview and Scrutiny in the light of guidance being issued by the Department for Health and Social Care on 9th January 2024. Local Health Overview and Scrutiny committees are no longer able to formally refer matters to the Secretary of State where they relate to the reconfiguration of local health services. Instead, the Secretary of State will have a broad power to intervene in local services and Health overview and Scrutiny Committees will have the right to be formally consulted on how the Secretary of State uses their powers to "call in" proposals to make reconfigurations to local health services. This change has been reflected in the Terms of Reference.




## OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

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

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

12. 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
 <b>Tackling Climate Change</b>				✓
Comments: N/A				
 <b>Developing the skills to thrive in life and in work</b>				✓
Comments: N/A				
 <b>Making Doncaster the best place to do business and create good jobs</b>				✓
Comments: N/A				
 <b>Building opportunities for healthier, happier, and longer lives for all</b>				✓
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.				
 <b>Creating safer, stronger, greener and cleaner communities where everyone belongs</b>				✓

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

**13. Legal Implications [Officer Initials: SRF | Date: 25.04.24]**

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.

**14. Financial Implications [Officer Initials: PH | Date: 25/04/24]**

There are no Financial Implications associated with this report.

**15. Human Resources Implications [Officer Initials: SH | Date: 23.04.24]**

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

16. **Technology Implications [Officer Initials: PW Date: 23/04/24]**

There are no technology implications in relation to this report.

**RISKS AND ASSUMPTIONS**

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

**CONSULTATION**

18. 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 9-10 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

**BACKGROUND PAPERS**

19. None

**REPORT AUTHOR & CONTRIBUTORS**

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

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## **PLANNING COMMITTEE**

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

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

## **EMPLOYEE RELATIONS DISPUTES RESOLUTION COMMITTEE**

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

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

## **CHIEF OFFICERS' APPOINTMENTS COMMITTEE**

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

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

## **CHIEF OFFICERS INVESTIGATORY SUB-COMMITTEE**

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

### **DELEGATED MATTERS:-**

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

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

## **CHIEF OFFICERS' APPEALS COMMITTEE**

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

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

## **LICENSING COMMITTEE**

This Committee is a Committee of the Council constituted:

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

### **Terms of Reference**

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

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

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

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

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

1. To discharge the functions of the Council that are licensing functions within the meaning of the Licensing Act 2003 as amended.
4. To discharge the functions of the Local Authority as set out in the Gambling Act 2005.
5. The appointment of Licensing Sub-Committees under Section 10 of the Licensing Act 2003.
4. The appointment of Licensing Sub-Committees in relation to functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Policing and Crime Act 2009.
5. To determine Policies that are relevant to the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions unless the policy must be determined by Full Council.

6. To exercise the Council's functions under Part 3 of the Constitution which relate to those licensing and registration functions except where the function has been delegated to Officers of the Council

### **LICENSING SUB-COMMITTEES**

These Sub-Committees are Sub-Committees of the Licensing Committee appointed by that Committee and constituted:

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

### **Terms of Reference**

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

## **ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE**

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

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

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

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

- i. Electoral Registration and Elections.
- ii. All other Full Council functions not specifically dealt with by other Committees or reserved to the Council.

## **AUDIT COMMITTEE**

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

### Statement of Purpose

1. **The** 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.
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.

### **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.
- 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 ***and to receive an annual report by the Monitoring Officer on matters of ethical governance, including details of complaint handling activity in relation to allegations of Member misconduct.***
- 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.
- IX. To consider summaries of specific internal audit reports as requested.
- X. 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.

- XI. To contribute to the QAIP and in particular, the external quality assessment of internal audit that takes place at least once every five years.
- XII. 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.
- XIII. 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.

**HEARINGS SUB-COMMITTEE**

**TERMS OF REFERENCE**

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

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

## **AWARDS, GRANTS AND TRANSPORT (APPEALS) COMMITTEE**

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

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

## **OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE (OSMC)**

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

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

## **STANDING OVERVIEW & SCRUTINY PANELS**

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

### **Terms of Reference**

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

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

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

5. Review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities who comprise the local Crime and Disorder Reduction Partnerships (e.g., the Police, Fire and Rescue Authority and any relevant NHS Body or Health Service Provider).
6. To make reports and recommendations to the responsible authorities with respect to the discharge of those functions.
7. To require the attendance of an officer of the responsible authority.

8. To consider the activities of the CDRP at least once in every 12 month period.
9. To consider any Councillor Calls for Action relating to crime and disorder issues.

### **PANEL/COMMITTEE RESPONSIBLE FOR HEALTH OVERVIEW & SCRUTINY**

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

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

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

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



~~b) Where Overview and Scrutiny is not satisfied with the urgency reasons given by a NHS body or service provider in taking a decision without allowing time for consultation; and~~

~~c) Where Overview and Scrutiny considers that the proposal would not be in the interests of the health services in its area.~~

**7. *Be consulted by the Secretary of State and comment on how it uses its powers to “call-in” proposals to make reconfigurations to local health services by a relevant NHS body or health service provider.***

# **DONCASTER HEALTH AND WELLBEING BOARD**

## **1. Purpose**

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

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

## **2. Aims**

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

## **3 Role and Functions**

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

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

Adoption of the Health and Wellbeing Strategy.  
Health and Wellbeing Board Annual Report and Workplan

## **3.2 Key Responsibilities**

- Provide strategic leadership to promote health and wellbeing in and ensure that statutory duties are complied with;
- Assess the needs of the local population by leading the development of and monitoring the impact of the JSNA;
- To oversee the development of and monitoring the implementation of a joint Health and Wellbeing Strategy ensuring that issues highlighted in the strategy are taken forward by partners;
- To involve third parties and have regard to the NHS England mandate and statutory guidance in the preparation of the JSNA and JHWS.
- Promote integrated working and partnership working between health and social care, through joined up commissioning plans.

- Work effectively with and through partnership bodies, with clear lines of accountability and communication, including the Local Safeguarding Boards;
- Build effective relationships with supra-local structures e.g. NHS England, Office for Health Improvement and Disparities (OHID) and UK Health Security Agency (UKHSA);
- Take a strategic approach and promote integration across health and adult social care, children's services, including safeguarding and the wider determinants of health;
- Building partnership for service changes and priorities.

### **3.3 Duties**

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

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

- To agree and monitor the delivery of the Better Care Fund and make recommendations on the financial strategy to deliver the Better Care Fund to the relevant statutory bodies.
- Receive the minutes from both the Joint Commissioning Management Board and the Integrated Care Partnership Board.
- To receive the Doncaster Child Death Overview Panel Annual Report.
- Establish effective health protection arrangements.

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

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

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

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

The Chair of the Board will be appointed at the Council Annual General Meeting each year.

##### **4.3 Quorum**

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



**City of  
Doncaster  
Council**

## Report

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**Date: 17th May, 2024**

**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 18 of the report;
  - (2) determines the necessary adjustments that the Mexborough First Group lose 1 seat on a Committees/Sub-Committees;

- (3) as a consequence of the loss of the 1 seat at (2) above, allocate 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 two Executive Members 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 2026;
- (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 39 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 48 of the report;
- (17) Notes the change to the membership of the Chief Officers Appointments Committee during 2023/24 as detailed at paragraph 10
- (18) agrees that future reviews on the proportional allocation of seats on Committees and Sub-Committees, be limited to the Annual Meeting and if appropriate, a mid-point in the year.

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

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

**BACKGROUND**

- 5. At each Annual Council Meeting, the Authority has a statutory duty to review the allocation of seats on Committees. (This is explained in more detail in the Legal Implications of the report, paragraphs 51 to 58 refer). The political composition of the Council is as follows:-

<b>Political Group</b>	<b>Members</b>
Labour	42
Conservatives	11
Mexborough First	2
Independent Members	1

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

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

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

- (ii) Proportionality will not apply to the OSMC or the four Overview & Scrutiny Standing Panels in order to maximise cross-party representation;
- (iii) The Licensing Committee, set up under the Licensing Act 2003, need not be politically proportionate. However, nominations to the 14 seats have been sought in proportion to the overall composition on the Council. The Mexborough First Group has confirmed it does not wish to take up its seat entitlement on this Committee. To ensure the Committee retains a full membership their seat has therefore been allocated to the Labour Group who have the same part seat entitlement as Mexborough First. 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.
- (v) 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.



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.

#### **Changes to Committee Membership 2023/24**

10. In accordance with Council Procedure Rule 7.1. the Labour Group informed the Monitoring Officer on 4th March 2024, that Councillor Nigel Ball would replace Councillor Lani Mae Ball on the Chief Officers Appointments Committee. This change to the 2023/24 membership is being reported back for Council to note as required by the Constitution.

#### **ALLOCATION OF SEATS**

12. 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**

13. 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	- 45	i.e.	42/56
Conservatives	- 12	i.e.	11/56
Mexborough First	- 2	i.e.	2/56

14. 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**

15. 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  $42 \div$

56 x 11 = 8.25 seats. The table below shows the allocation for all Groups on the Council:-

	5	7	11
Labour	3.75	5.25	8.25
Conservatives	0.98	1.38	2.16
Mexborough First	0.18	0.25	0.39

16. 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.

17. 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 (0.39 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**

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

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

19. It can be seen that this initial allocation to provide proportionality on individual Committees and Sub-Committees, results in the Mexborough First Group being over represented by 1 seat.
20. To achieve the best proportional fit, adjustments are therefore required and the Council must decide:-
  - (i) 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
  - (ii) following the adjustments chosen under (i) above, determine the allocation of 1 seat to the Independent Member, Councillor Rob Reid.
21. 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.
22. The Leader of the Mexborough First Group has indicated that the Group would wish to lose 1 seat on the Elections and Democratic Structure Committee. Council is therefore requested to approve the allocation of the vacated seat on the Elections and Democratic Structures Committee to Councillor Rob Reid.
23. 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.
24. 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 the Legal Implications at paragraph 53 of this report.

## **APPOINTMENT OF MEMBERS TO COMMITTEES**

25. 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.
26. 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**

27. The Council is required to appoint at least two Cabinet Members to the Chief Officers Appointments Committee to meet the requirement of its terms of reference i.e. “2. To establish an appointment panel .... that will include two members of the Cabinet nominated by the Mayor for each Chief Officer Post to be appointed to”.

### **Planning and Licensing Committees**

28. 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**

29. 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**

30. 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

31. 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 44 to 51.
32. To maximise cross-party representation, political proportionality to the scrutiny function is disappplied. If proportionality was applied to OSMC and the Scrutiny Panels, the total number of seats available to each Group and the Independent Member, Councillor Rob Reid, would be as follows:-

Labour	33
Conservatives	9
Mexborough First	1
Independent	1

Although under proportionality, the Labour Group would be required to give up 11 seats to opposition Members, in the interest of cross-party representation, the Labour Group have agreed for the number of seats allocated to other political groups to remain at 12 seats, as in previous years.

33. 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.

34. 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.
35. 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**

36. 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.
37. 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 is a national issue and is 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.
38. 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 2026. 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.

39. 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. These are as follows:

Overview Scrutiny Management Committee – Georgina Lightfoot Unison  
Children and Young People Panel - Georgina Lightfoot Unison  
Community and Environment Panel – Jonathan Preston Unison  
Regeneration and Housing - Vacant  
Health Adult Social Care Panel - Vacant

It is recommended that OSMC make the appointment of any outstanding workforce representatives during the course of the year.

40. Members are asked to note that if an invitee cannot attend, there are no arrangements to allow substitute invitees to attend.
41. 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.
42. 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**

43. 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)**

44. 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)**

45. 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**

46. 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:-

- *Executive Director of Children, Young People & Families (DCS)*
- *Executive 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*

47. 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)
- 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
- Executive Director of Place
- Chief Executive, Primary Care Doncaster
- Director (Arts & Health), Darts, Doncaster Community Arts (Health and Social Care Forum representative)
- Place Medical Director, NHS South Yorkshire ICB

48. During the course of the last 12 months, several vacancies have arisen on the Board. Following discussions, and subject to ratification by Full Council, the Board has accordingly agreed to endorse additional representation from the following organisations on its membership, in recognition of the contribution they make to improving the health and wellbeing of citizens of Doncaster:-


- Citizens Advice Doncaster Borough (Represented by James Woods, Chief Executive Officer)
- Doncaster Culture and Leisure Trust (DCLT) (Represented by Toni Illman, Head of Digital Innovation & Funding)








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

49. 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**

50. 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.

<b>Great 8 Priority</b>	<b>Positive Overall</b>	<b>Mix of Positive &amp; Negative</b>	<b>Trade-offs to consider – Negative overall</b>	<b>Neutral or No implications</b>
 <b>Tackling Climate Change</b>				✓
Comments: N/A				

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

<b>Fair &amp; Inclusive</b>				✓
Comments: N/A				

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 25.04.24]**

52. 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.

53. 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.

54. 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.

55. 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.

56. 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.
57. 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.
58. 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.
59. 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.

#### **FINANCIAL IMPLICATIONS [Officer Initials PH Date 25.04.24]**

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

#### **HUMAN RESOURCES IMPLICATIONS [Officer Initials SH Date 23.04.24]**

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

#### **TECHNOLOGY IMPLICATIONS [Officer Initials: PW Date: 23/04/24]**

62. 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**

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

#### **BACKGROUND PAPERS:**

Report to Council – 19th May 2023 – Local Government and Housing Act 1989 –  
Review of the Allocations of Seats on Committees and Sub-Committees

Report to Council - 18th January, 2024 – 6 Month Review of the Allocation of Seat  
on Allocation of Seats on Committees & Sub-Committees and Appointments to  
Outside Bodies.

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



### Report

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**Date: 17th May, 2024**

**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. Members appointed as Chairs and Vice Chairs are also required to undertake Chair's training to ensure they are aware of their role and responsibilities.
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
 <b>Tackling Climate Change</b>				✓
Comments: N/A				
 <b>Developing the skills to thrive in life and in work</b>				✓
Comments: N/A				
 <b>Making Doncaster the best place to do business and create good jobs</b>				✓
Comments: N/A				
 <b>Building opportunities for healthier, happier and longer lives for all</b>				✓
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.				
 <b>Creating safer, stronger, greener and cleaner communities where</b>				✓



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

## RISKS AND ASSUMPTIONS

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

## LEGAL IMPLICATIONS [Officer Initials SRF Date 25.04.24]

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

## FINANCIAL IMPLICATIONS [Officer Initials PH Date 25/04/24]

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

## HUMAN RESOURCES IMPLICATIONS [Officer Initials SH Date 23.04.24]

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials: PW Date: 23/04/24]**

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**

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

**APPOINTMENT OF CHAIRS & VICE-CHAIRS**

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

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# City of Doncaster Council

## Report

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Date: 17 May 2024

To the Chair and Members of the COUNCIL

### COUNCIL APPOINTMENTS TO OUTSIDE BODIES 2024/25

#### 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 2024/25 Municipal Year.

#### EXEMPT REPORT

2. This is not an exempt report.

#### RECOMMENDATION

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

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

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, at its meeting in May 2023, Full Council granted 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 helps prevent prolonged delays in filling any vacancies should they arise and reflects the arrangements in place for Executive appointments to outside bodies.

### **South Yorkshire Joint Authorities**

8. 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 and the Council. The South Yorkshire Joint Authorities Governance Unit is a department of Barnsley Council’s Legal and Governance Directorate. Officers provide independent and impartial support and advice to these bodies and also on the arrangements for allocation of seats across South Yorkshire.








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

9. 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.
10. 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**

11. 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.

<b>Great 8 Priority</b>	<b>Positive Overall</b>	<b>Mix of Positive &amp; Negative</b>	<b>Trade-offs to consider</b> –	<b>Neutral or No implications</b>
-------------------------	-------------------------	---------------------------------------	------------------------------------	-----------------------------------

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

<b>Fair &amp; Inclusive</b>				✓
Comments: N/A				

**LEGAL IMPLICATIONS [Officer Initials: SRF Date: 17.04.24]**

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

**FINANCIAL IMPLICATIONS [Officer Initials: PH | Date: 12/04/24 ]**

- 16. Approval of the recommendations does not have additional cost implications for the Authority. Representatives appointed to the Joint Authorities receive an allowance for undertaking their duties which is paid 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: SH | Date:12.04.24 ]**

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



## **TECHNOLOGY IMPLICATIONS [Officer Initials: PW Date: 12/04/24]**

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

## **RISKS AND ASSUMPTIONS**

19. Appointees to outside bodies will need to act strategically and ensure issues of significance are effectively reported back to the Authority where appropriate.
20. 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, advice is provided for all individuals appointed to outside bodies to raise awareness and provide clarity and understanding of their roles. 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**

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

## **BACKGROUND PAPERS**

22. Report to Council – 19<sup>th</sup> May 2023: Council Appointments to Outside Bodies – 2023/24.

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**OUTSIDE BODIES FOR APPOINTMENT 2024/25 (COUNCIL APPOINTMENTS)**

**APPENDIX A**

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

<b>Organisation</b>	<b>Notes</b>	<b>No of Reps</b>	<b>2023/24 Representatives</b>	<b>2024/25 Nominations</b>
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 and a member of the community with lived experience of autism.	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) ^4 Year Term of Office (term ends in 2027) 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* Mr. C. Watson^	

<b>Organisation</b>	<b>Notes</b>	<b>No of Reps</b>	<b>2023/24 Representatives</b>	<b>2024/25 Nominations</b>
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 <b>(Sub)</b>	
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. S. Smith	
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 Reps	2023/24 Representatives	2024/25 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.	8 + 1 sub	Cllr. S. Smith Cllr N. Ball ( <b>Sub</b> ) 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 G. Smith	

Organisation	Notes	No of Reprs	2023/24 Representatives	2024/25 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 G. Smith C. Ransome <b>(Sub)</b>	
Learning Disability Partnership Board	Open-ended term of office. Joint meetings are co-chaired by a Council representative 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"> <li>• Leader (i.e. Elected Mayor) – In perpetuity</li> </ul> Voting Members Mayor + 1 substitute + 1^ rotational member (Note: By convention, the rotational member does not attend or vote.) No specific requirements	1 + 1 sub + 1^	Mayor Ros Jones Cllr G. Jones <b>(Sub)</b>	

Organisation	Notes	No of Reps	2023/24 Representatives	2024/25 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>Proportional appointments</p> <p><b>2 x Labour + 2 Subs</b></p> <p><b>Note: SYMCA's preferred arrangement is to have same reps sitting on both the O&amp;S Committee and the Audit Committee)</b></p> <p>Both the SYMCA Audit &amp; Standards Ctte and the SYMCA Overview &amp; Scrutiny Ctte ordinarily meet on a Thursday morning and afternoon respectively on a quarterly basis at present. Consideration should be given to the nominee's capacity to attend meetings on a regular basis (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</p> <p>subs</p>	<p>Cllr J. Kidd</p> <p>Cllr. J. Kearsley</p> <p>Cllr B. Johnson (<b>Sub</b>)</p> <p>Cllr. I Pearson (<b>Sub</b>)</p>	
South Yorkshire MCA Audit, Standards & Risk Committee	<p>1 Year Term of Office</p> <p>Voting Member</p> <p>Proportional appointments</p> <p><b>1 x Labour + Sub</b></p> <p><b>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&amp;S Committee.</b></p> <p>Both the SYMCA Audit &amp; Standards Ctte and the SYMCA Overview &amp; Scrutiny Ctte ordinarily meet on a Thursday morning and afternoon respectively on a quarterly basis at present. Consideration should be given to the nominee's capacity to attend meetings on a regular basis.</p>	<p>1 +</p> <p>1 Sub</p>	<p>Cllr A. White</p> <p>Cllr B. Johnson (<b>Sub</b>)</p>	

Organisation	Notes	No of Reps	2023/24 Representatives	2024/25 Nominations
Standing Advisory Council for Religious Education (SACRE)	1 Year Term of Office Voting Members Proportional appointments: <b>1 x Conservative</b> <b>3 x Labour</b> Skills/Knowledge/Attributes – An understanding of school improvement and general educational issues and a firm commitment to help improve the quality of provision for all students.	4	Cllr G. Smith Cllr Y. Elebuibon Cllr S. Knowles Cllr S. 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"> <li>• Knowledge of Thorne and Hatfield communities</li> <li>• Financial/management skills</li> <li>• Debate and decision making</li> <li>• Confidentiality/sensitivity</li> </ul>	2	Cllr L. Curran Cllr G. Smith	



<b>Joint Authorities – Politically Proportional</b>		<b>No of Reps</b>	<b>2023/24 Representatives</b>	<b>2024/25 Nominations</b>
South Yorkshire Fire and Rescue Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p><b>2 x Labour</b></p> <p><b>1 x Conservative</b></p> <p><b>^Note: One representative to be designated as the Section 41 Member (i.e. Council spokesperson on issues relating to the Fire &amp; Rescue Authority). Cllr C Hogarth is the current S41 Member.</b></p>	3	<p>Cllr C. Hogarth (S41 Member)</p> <p>Cllr D. Hutchinson</p> <p>Cllr C. Ransome</p>	
South Yorkshire Pensions Authority	<p>1 Year Term of Office</p> <p>Voting Members</p> <p>Political Requirements</p> <p><b>3 x Labour</b></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><b>^Note: One representative to be designated as the Section 41 Member (i.e. Council spokesperson on issues relating to the Pensions Authority) and one representative as the S41 Member substitute.</b></p>	3	<p>Cllr J. Mounsey</p> <p>Cllr D. Nevett (S41 Member)</p> <p>Cllr S. Cox</p>	

<b>Joint Authorities – Politically Proportional</b>		<b>No of Reps</b>	<b>2023/24 Representatives</b>	<b>2024/25 Nominations</b>
Police and Crime Panel	1 Year Term of Office Voting Members Political Requirements <b>2 x Labour</b> Political Proportionality across South Yorkshire indicated by host Authority.	2	Cllr E. Muddiman- Rawlins Cllr J. Church  Subs not required.	



**City of  
Doncaster  
Council**

## Report

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**Date: 17th May, 2024**

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

**DIARY OF MEETINGS – 2024/26**

### **EXECUTIVE SUMMARY**

1. The purpose of this report is to approve a schedule of meetings for the 2024/25 and 2025/26 Municipal Years, attached at Appendix A.

### **RECOMMENDATION**

2. Council is asked to:-
  - (i) approve the proposed Diary of Meetings for the 2024/25 and 2025/26 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 18th January, 2024, the Council considered a report outlining a proposed Diary of Meetings for the 2024/25 and 2025/26 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 2024/25 and 2025/26 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](http://www.doncaster.gov.uk). This helps raise awareness of public meetings and may encourage members of the public to attend. To reduce possible clashes of Member commitments, Officers are asked to check the diary of meetings before organising Member events not shown in the diary. When additional meetings are organised, the diary is updated to maintain an accurate list of known Member commitments from a DMBC perspective.







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

13. Members are requested to either approve or amend the proposed Diary of Meetings for the 2024/25 and 2025/26 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
 <b>Tackling Climate Change</b>				✓

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

<b>Fair &amp; Inclusive</b>				✓
Comments: N/A				

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 25.04.24]**

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

## **FINANCIAL IMPLICATIONS [Officer Initials PH Date 25/04/24]**

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

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials SH Date 23.04.24 ]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials: PW Date : 23/04/24]**

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 2024/25 and 2025/26 Municipal Years.

## **REPORT AUTHOR AND CONTACT OFFICER**

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## **BACKGROUND PAPERS**

Report to Council on 18th January, 2024 (Proposed Diary of Meetings 2024/26)

**Damian Allen  
 Chief Executive**

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	6th May, 2024	13th May, 2024	20th May, 2024	27th May, 2024
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		<b>BANK HOLIDAY</b>
	7th May, 2024	14th May, 2024	21st May, 2024	28th May, 2024
<b>T U E S D A Y</b>				12 Noon Planning Training 2.00 pm Planning Committee
	1st May, 2024	8th May, 2024	15th May, 2024	22nd May, 2024
<b>W E D N E S D A Y</b>			10.00 am Cabinet	5.00 pm Corporate Parenting Board
	2nd May, 2024	9th May, 2024	16th May, 2024	23rd May, 2024
<b>T H U R S D A Y</b>	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
<b>F R I D A Y</b>			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
	31st May, 2024			

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	3rd June, 2024	10th June, 2024	17th June, 2024	24th June, 2024
M O N D A Y	3.00 pm Health and Adult Social Care Overview and Scrutiny Panel (Work Planning)			
T U E S D A Y				12 Noon Planning Training 2.00 pm Planning Committee
W E D N E S D A Y		9.30am am Communities & Environment Overview & Scrutiny Panel (Work Planning) 11am Regeneration and Housing Overview and Scrutiny Panel (Work Planning)	10.00 am Cabinet	10.00 am Licensing Committee
T H U R S D A Y	9.00 am Health & Wellbeing Board		10.00 am Overview & Scrutiny Management Committee	
F R I D A Y		9.00 am Children & Young People Overview & Scrutiny Panel (Work Planning)  5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits	



**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(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			1.00pm Overview and Scrutiny Management Committee
	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	4.00 pm Children & Young People Overview & Scrutiny Panel	10.00 am Audit Committee	
	5th July, 2024	12th July, 2024	19th July, 2024	26th July, 2022	
F R I D A Y		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Planning Committee Site Visits		

**APPENDIX A**

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	5th August, 2024	12th August, 2024	19th August, 2024	26th August, 2024
M O N D A Y				<b>BANK HOLIDAY</b>
	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	5.00 pm Corporate Parenting Board	
	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	

**APPENDIX A**

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(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			9.30 am Planning Committee Site Visits  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		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 E D A Y	6th September, 2024	13th September, 2024	20th September, 2024	27th September, 2024	
	5.00 pm Deadlines for Questions & Statements to Cabinet				

**APPENDIX A**

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(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	10.00 am Elections and Democratic Structures 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, 2024 to 31st May, 2026**

(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		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, 2024 to 31st May, 2026**

(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		<b>BANK HOLIDAY</b>	
	5th December, 2024	12th December, 2024	19th December, 2024	26th December, 2024	
T H U R S D A Y		10.00 am Licensing Committee  4.30 pm Children & Young People Overview & Scrutiny Panel		<b>BANK HOLIDAY</b>	
	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	10.30 am Overview & Scrutiny Management Committee			

**APPENDIX A**

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	6th January, 2025	13th January, 2025	20th January, 2025	27th January, 2025
<b>M O N D A Y</b>			5.30 pm Labour Group Meeting	3.00 pm Overview and Scrutiny Management Committee
	7th January, 2025	14th January, 2025	21st January, 2025	28th January, 2025
<b>T U E S D A Y</b>	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
<b>W E D N E S D A Y</b>	<b>BANK HOLIDAY</b>		10.00 am Cabinet	5.00 pm Corporate Parenting Board
	2nd January, 2025	9th January, 2025	16th January, 2025	23rd January, 2025
<b>T H U R S D A Y</b>			9.00 am Health & Wellbeing Board	1.00 pm Group Meetings 2.00 pm COUNCIL
	3rd January, 2025	10th January, 2025	17th January, 2025	24th January, 2025
<b>F R I D A Y</b>	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

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(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 and Democratic Structures Committee	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	26th February, 2025
T H U R S D A Y	6th February, 2025	13th February, 2025  10.00 Health & Adult Social Care Overview & Scrutiny Panel	20th February, 2025  10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel	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, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	3rd March, 2025	10th March, 2025	17th March, 2025	24th March, 2025	31st March, 2025
<b>M O N D A Y</b>					
	4th March, 2025	11th March, 2025	18th March, 2025	25th March, 2025	
<b>T U E S D A Y</b>	12 Noon Planning Training 2.00 pm Planning Committee				
	5th March, 2025	12th March, 2025	19th March, 2025	26th March, 2025	
<b>W E D N E S D A Y</b>		10.00 am Cabinet	5.00 pm Corporate Parenting Board		
	6th March, 2025	13th March, 2025	20th March, 2025	27th March, 2025	
<b>T H U R S D A Y</b>	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	
<b>F R I D A Y</b>	5.00 pm Deadline for Questions & Statements to Cabinet			9.30 am Planning Committee Site Visits	

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	7th April, 2025	14th April, 2025	21st April, 2025	28th April, 2025
<b>M O N D A Y</b>			<b>BANK HOLIDAY</b>	
	1st April, 2025	8th April, 2025	15th April, 2025	22nd April, 2025
<b>T U E S D A Y</b>	12 Noon Planning Training 2.00 pm Planning Committee			12 Noon Planning Training 2.00 pm Planning Committee
	2nd April, 2025	9th April, 2025	16th April, 2025	23rd April, 2025
<b>W E D N E S D A Y</b>			10.00 am Cabinet	
	3rd April, 2025	10th April, 2025	17th April, 2025	24th April, 2025
<b>T H U R S D A Y</b>	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
<b>F R I D A Y</b>		5.00 pm Deadline for Questions & Statements to Cabinet	<b>BANK HOLIDAY</b>	9.30 am Planning Committee Site Visits

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	5th May, 2025	12th May, 2025	19th May, 2025	26th May, 2025
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		<b>BANK HOLIDAY</b>
	6th May, 2025	13th May, 2025	20th May, 2025	27th May, 2025
<b>T U E S D A Y</b>				12 Noon Planning Training 2.00 pm Planning Committee
	7th May, 2025	14th May, 2025	21st May, 2025	28th May, 2025
<b>W E D N E S D A Y</b>				10.00 am Cabinet  5.00 pm Corporate Parenting Board
	1st May, 2025	8th May, 2025	15th May, 2025	22nd May, 2025
<b>T H U R S D A Y</b>	<b>LOCAL BOROUGH, MAYORAL &amp; PARISH COUNCIL ELECTIONS</b>			
	2nd May, 2025	9th May, 2025	16th May, 2025	23rd May, 2025
<b>F R I D A Y</b>		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	

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	2nd June, 2025	9th June, 2025	16 June, 2025	23rd June, 2025	30th June, 2025
<b>M O N D A Y</b>					
	3rd June, 2025	10th June, 2025	17th June, 2025	24th June, 2025	
<b>T U E S D A Y</b>				12 Noon Planning Training 2.00 pm Planning Committee	
	4th June, 2025	11th June, 2025	18th June, 2025	25th June, 2025	
<b>W E D N E S D A Y</b>		10.00 am Communities & Environment Overview & Scrutiny Panel (Work Planning)	10.00 am Licensing Committee	10.00 am Cabinet	
	5th June, 2025	12th June, 2025	19th June, 2025	26th June, 2025	
<b>T H U R S D A Y</b>	9.00 am Health & Well Being Board	10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Overview and Scrutiny Management Committee 2.00 pm Children & Young People Overview & Scrutiny Panel (Work Planning)		
	6th June, 2025	13th June, 2025	20th June, 2025	27th June, 2025	
<b>F R I D A Y</b>			9.30 am Planning Committee Site Visits  5.00 pm Deadline for Cabinet Questions and Statements		

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	7th July, 2025	14th July, 2025	21st July, 2025	28th July, 2025
<b>M O N D A Y</b>				
	1st July, 2025	8th July 2025	15th July, 2025	22nd July, 2025
<b>T U E S D A Y</b>	12 Noon Deadline for Questions & Motions to Council		10.00 am Elections & Democratic Structures Committee  2.00 pm Planning Committee	
	2nd July, 2025	9th July 2025	16th July, 2025	23rd July, 2025
<b>W E D N E S D A Y</b>			10.00 am Cabinet  5.00 pm Corporate Parenting Board	
	3rd July, 2025	10th July, 2025	17th July, 2025	24th July, 2025
<b>T H U R S D A Y</b>	10.00 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 Overview & Scrutiny Management Committee  4.30 pm Children & Young People Overview & Scrutiny Panel	10.00 am Audit Committee  10.00 am Communities & Environment Overview & Scrutiny Panel
	4th July, 2025	11th July, 2025	18th July, 2025	25th July, 2025
<b>F R I D A Y</b>			9.30 am Planning Committee Site Visits  5.00 pm Deadline for Questions & Statements to Cabinet	

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	4th August, 2025	11th August, 2025	18th August, 2025	25th August, 2025
<b>M O N D A Y</b>				<b>BANK HOLIDAY</b>
	5th August, 2025	12th August, 2025	19th August, 2025	26th August, 2025
<b>T U E S D A Y</b>			12 Noon Planning Training 2.00 pm Planning Committee	
	6th August, 2025	13th August, 2025	20th August, 2025	27th August, 2025
<b>W E D N E S D A Y</b>		10.00 am Cabinet		
	7th August, 2025	14th August, 2025	21st August, 2025	28th August, 2025
<b>T H U R S D A Y</b>	1.30 pm Parish Councils Joint Consultative Committee			
	1st August, 2025	8th August, 2025	15th August, 2025	22nd August, 2025
<b>F R I D A Y</b>		5.00 Deadline for Questions & Statements to Cabinet	9.30 am Planning Committee Site Visits	
	29th August, 2025	5th September, 2025	12th September, 2025	19th September, 2025

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	1st September, 2025	8th September, 2025	15th September, 2025	22nd September, 2025	29th September, 2025
M O N D A Y			9.30 am Planning Committee Site Visits		
	2nd September, 2025	9th September, 2025	16th September, 2025	23rd September, 2025	30th September, 2025
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		
	3rd September, 2025	10th September, 2025	17th September, 2025	24th September, 2025	
W E D N E S D A Y		10.00 am Cabinet  5.00 pm Corporate Parenting Board		10.00 am Licensing Committee	
	4th September, 2025	11th September, 2025	18th September, 2025	25th September, 2025	
T H U R S D A Y	9.00 am Health & Well Being 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	
	5th September, 2025	12th September, 2025	19th September, 2025	26th September, 2025	
F R I D A Y	5.00 pm Deadline for questions to Cabinet				

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	6th October, 2025	13th October, 2025	20th October, 2025	27th October, 2025
<b>M O N D A Y</b>				
	7th October, 2025	14th October, 2025	21st October, 2025	28th October, 2025
<b>T U E S D A Y</b>	10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Planning Training 2.00 pm Planning Committee		
	1st October, 2025	8th October, 2025	15th October, 2025	22nd October, 2025
<b>W E D N E S D A Y</b>	10.00 am Cabinet			
	2nd October, 2025	9th October, 2025	16th October, 2025	23rd October, 2025
<b>T H U R S D A Y</b>	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
	3rd October, 2025	10th October, 2025	17th October, 2025	24th October, 2025
<b>F R I D A Y</b>	5.00 pm Deadline for Questions & Statements to Cabinet	9.30 am Planning Committee Site Visits		



**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	3rd November, 2025	10th November, 2025	17th November, 2025	24th November, 2025
M O N D A Y			5.30 pm Labour Group Meeting	
T U E S D A Y	4th November, 2025 10.00 am Elections & Democratic Structures Committee	11th November, 2025 12 Noon Deadline for Questions & Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee	18th November, 2025	25th November, 2025
W E D N E S D A Y	5th November, 2025 10.00 am Cabinet	12th November, 2025	19th November, 2025 5.00 pm Corporate Parenting Board	26th November, 2025
T H U R S D A Y	6th November, 2025 9.00 am Health & Well Being Board 1.30 pm Parish Councils Joint Consultative Committee	13th November, 2025 10.00 am Overview & Scrutiny Management Committee 4.30 pm Standing Advisory Council for Religious Education	20th November, 2025 1.00 pm Group Meetings 2.00 pm COUNCIL	27th November, 2025 10.00 Health & Adult Social Care Overview & Scrutiny Panel
F R I D A Y	7th November, 2025 9.30 Planning Committee Site Visits	14th November, 2025	21st November, 2025	28th November, 2025

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	1st December, 2025	8th December, 2025	15th December, 2025	22nd December, 2025	29th December, 2025
M O N D A Y					
	2nd December, 2025	9th December, 2025	16th December, 2025	23rd December, 2025	30th December, 2025
T U E S D A Y		12 Noon Planning Training  2.00 pm Planning Committee			
	3rd December, 2025	10th December, 2025	17th December, 2025	24th December, 2025	31st December, 2025
W E D N E S D A Y		10.00 am Cabinet			
	4th December, 2025	11th December, 2025	18th December, 2025	25th December, 2025	
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	<b>BANK HOLIDAY</b>	
	5th December, 2025	12th December, 2025	19th December, 2025	26th December, 2025	
F R I D A Y	9.30 Planning Site Visits  5.00 pm Deadline for Questions & Statements to Cabinet			<b>BANK HOLIDAY</b>	

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	5th January, 2026	12th January, 2026	19th January, 2026	26th January, 2026
<b>M O N D A Y</b>			5.30 pm Labour Group Meeting	
	6th January, 2026	13th January, 2026	20th January, 2026	27th January, 2026
<b>T U E S D A Y</b>	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	
	7th January, 2026	14th January, 2026	21st January, 2026	28th January, 2026
<b>W E D N E S D A Y</b>		10.00 am Cabinet	5.00 pm Corporate Parenting Board	
	1st January, 2026	8th January, 2026	15th January, 2026	22nd January, 2026
<b>T H U R S D A Y</b>	<b>BANK HOLIDAY</b>	9.00 am Health & Well Being Board	1.00 pm Group Meetings 2.00pm COUNCIL	10.00 am Audit Committee
	2nd January, 2026	9th January, 2026	16th January, 2026	23rd January, 2026
<b>F R I D A Y</b>		5.00 pm Deadline for Questions & Statements to Cabinet		9.30 am Planning Committee Site Visits

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	2nd February, 2026	9th February, 2026	16th February, 2026	23rd February, 2026
M O N D A Y				5.30 pm Labour Group Meeting
T U E S D A Y	3rd February, 2026 12 Noon Planning Training 2.00 pm Planning Committee	10th February, 2026 10.00 Elections & Democratic Structures Committee	17th February, 2026	24th February, 2026 10.00 am Awards, Grants & Transport (Appeals) Committee
W E D N E S D A Y	4th February, 2026	11th February, 2026 10.00 am Cabinet	18th February, 2026 10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel	25th February, 2026
T H U R S D A Y	5th February, 2026 10.00 am Overview & Scrutiny Management Committee	12th February, 2026 10.00 am Health & Adult Social Care Overview & Scrutiny Panel	19th February, 2026 10.00 am Overview & Scrutiny Management Committee	26th February, 2026 1.00 pm Group Meetings 2.00 pm COUNCIL (Budget Setting & Council Tax)
P A G E 1 2 2 D A Y	6th February, 2026 5.00 pm Deadline for Questions & Statements to Cabinet	13th February, 2026	20th February, 2026	27th February, 2026 9.30 am Planning Committee Site Visits

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	2nd March, 2026	9th March, 2026	16th March, 2026	23rd March, 2026	30th March, 2026
M O N D A Y					
	3rd March, 2026	10th March, 2026	17th March, 2026	24th March, 2026	31st March, 2026
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
	4th March, 2026	11th March, 2026	18th March, 2026	25th March, 2026	
W E D N E S D A Y		10.00 am Cabinet	5.00 pm Corporate Parenting Board		
	5th March, 2026	12th March, 2026	19th March, 2026	26th March, 2026	
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 & Well Being 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	
	6th March, 2026	13th March, 2026	20th March, 2026	27th March, 2026	
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, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	6th April, 2026	13th April, 2026	20th April, 2026	27th April, 2026
<b>M O N D A Y</b>	<b>BANK HOLIDAY</b>			
	7th April, 2026	14th April, 2026	21st April, 2026	28th April, 2026
<b>T U E S D A Y</b>				12 Noon Planning Training 2.00 pm Planning Committee
	1st April, 2026	8th April, 2026	15th April, 2026	22nd April, 2026
<b>W E D N E S D A Y</b>			10.00 am Cabinet	
	2nd April, 2026	9th April, 2026	16th April, 2026	23rd April, 2026
<b>T H U R S D A Y</b>	1.30 pm Parish Councils Joint Consultative Committee			10.00 am Audit Committee
	3rd April, 2026	10th April, 2026	17th April, 2026	24th April, 2026
<b>F R I D A Y</b>	<b>BANK HOLIDAY</b>	5.00 pm Deadline for Questions & Statements to Cabinet		9.30 am Planning Committee Site Visits

**Schedule of Meetings 1st May, 2024 to 31st May, 2026**

(Shaded area denotes School Holidays)

	4th May, 2026	11th May, 2026	18th May, 2026	25th May, 2026
M O N D A Y	<b>BANK HOLIDAY</b>	5.30 pm Labour Group		<b>BANK HOLIDAY</b>
	5th May, 2026	12th May 2026	19th May, 226	26th May, 2026
T U E S D A Y				12 Noon Planning Training 2.00 pm Planning Committee
	6th May, 2026	13th May, 2026	20th May, 2026	27th May, 2026
W E D N E S D A Y				10.00 am Cabinet  5.00 pm Corporate Parenting Board
	7th May, 2026	14th May, 2026	21st May, 2026	28th May, 2026
T H U R S D A Y				
	1st May, 2026	8th May, 2026	15th May, 2026	22nd May, 2026
F R I D A Y			10.00 am Group Meetings 11.30 Annual Council Meeting	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

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**Date: 17th May 2024**

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

### **MEMBER DEVELOPMENT PROGRAMME: REVIEW OF 2023/24 & PROPOSALS FOR 2024/25.**

#### **EXECUTIVE SUMMARY**

1. This report updates on training undertaken during 2023/24 and provides details of the proposed member training and development programme 2024/25.

#### **EXEMPT REPORT**

2. This is not an exempt report.

#### **RECOMMENDATIONS**

3. Council is asked to:-
  - i. Note the Member training and development undertaken during 2023/24.
  - ii. Endorse the programme of Member Development activities and seminars scheduled for 2024/25 at Appendix A.
  - iii. Note the programme of Member Development at Appendix A will 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 Councillors 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 21<sup>st</sup> 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 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. Data Protection and Cyber Security are required to be undertaken every two years.
  - 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 2023/24 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 Services 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 2023/24

8. **Mandatory Training for all Members** - All Members have completed the Cyber Security e-learning, 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. This is required to be undertaken every two years.
9. To ensure Councillors are aware of their responsibilities an updated course on Equality, Diversity and Inclusion (EDI) and Unconscious Bias was delivered to all Members during 2023/24. In accordance with CIPFA guidelines all Members were given the opportunity to undertake new training on Treasury Management. Following his election at the Rossington and Bawtry by election in November 2023, Councillor Guest received his induction.
10. **Mandatory Training for specific roles** - Following the 2023 Annual General Meeting, mandatory training was provided to support Members in undertaking specific roles on Committees e.g. Charing skills, Planning, Audit and Overview and Scrutiny training. Training for Licensing Committee Members is now delivered externally by the Institute of Licensing.
11. **External support and events.** As well as providing training on questioning skills and developing recommendations peer support has also been provided to OSMC and the Chairs and Vice Chairs by the Local Government Association to help put this learning into practise.
12. **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 important issues such as Doncaster Sheffield Airport, Domestic Abuse and the Environment and Sustainable strategy,

## Member Training & Development 2024/25

13. The Member Training programme for 2024/25 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. As training and development needs are responsive, this is a live document and will be updated and amended throughout the year to meet new development needs as they arise. This programme will also be regularly reviewed and updated by the MDWG.
14. **Mandatory training:** During the course of the year any Members who have outstanding mandatory training will be notified and the relevant sessions have been identified at Appendix A. A number of Members will need to repeat the cyber security and data protection training. These are e-learning courses and automated reminders are generated one month prior to them requiring to undertake the training again every 2 years.

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** – This was identified as an area of development from a number of Members last year. 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.
17. **Overview and Scrutiny** – Further LGA peer support will take place during the course of the year to assist Members in their Overview and Scrutiny role. This will continue to have an emphasis on developing recommendations and adding impact through Overview and Scrutiny.
18. **Digital Skills** - Members are encouraged to use technology to support them to become more digitally enabled and support remote and flexible working. Significant work has taken place by the Digital Council Team to engage with Councillors and support them in the use of new technology. Further ICT support will be offered to Members during the course of the year to further assist them in their role.
19. **Briefings and Seminars** - During the course of the year Members will continue to receive briefings, seminars and updates on important issues as they arise, topics for consideration will be identified over the course of the year to ensure updates are timely and appropriate. These sessions will be delivered face to face or remotely and Members will be informed via the weekly training and seminar email.

## **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. The programme will also be populated further during the course of the year as further briefings, seminars and training requirements are identified. Any Members wishing to request any topics for training and development or seminars and briefing can do so by contacting the Governance Services team with their request.

## **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.
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
 <b>Tackling Climate Change</b>				✓
Comments: N/A				
 <b>Developing the skills to thrive in life and in work</b>				✓
Comments: N/A				
 <b>Making Doncaster the best place to do business and create good jobs</b>				✓
Comments: N/A				
 <b>Building opportunities for healthier, happier and longer lives for all</b>				✓
Comments N/A				
 <b>Creating safer, stronger, greener and cleaner communities where everyone belongs</b>				✓
Comments: N/A				
 <b>Nurturing a child and family-friendly borough</b>				✓

Comments: N/A				
 <b>Building Transport and digital connections fit for the future</b>				✓
Comments: N/A				
 <b>Promoting the borough and its cultural, sporting, and heritage opportunities</b>				✓
Comments: N/A				
<b>Fair &amp; Inclusive</b>				✓
Comments: Training on Equalities, Diversity and Inclusion, Cultural Awareness and Race Equality all feature in the Member Development 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 29.04.24. ]**

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 01.05.24. ]**

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 2024/2025 programme.

#### **HUMAN RESOURCES IMPLICATIONS [Officer Initials SH 29.04.24. ]**

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 30.04.24 ]**

28. Members are encouraged to use technology to support them to become more digitally enabled and support remote and flexible working. Significant work has taken place by the Digital Council Team to engage with Councillors and

support them in the use of new technology. Further ICT support will be offered to Members during the course of the year to further assist them in their role.

## **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. The MDWG has considered feedback from Members, is regularly consulted on Member training and development and meets quarterly to review and consider future training and development needs.

## **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

## **REPORT AUTHOR & CONTRIBUTORS**

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## MEMBER TRAINING & DEVELOPMENT PROGRAMME 2024/25 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	<b>New Member Induction - Mandatory for newly elected Councillors.</b> MS Teams	Completed To be arranged only when required.
<b>MANDATORY TRAINING – ALL MEMBERS (BI-ANNUAL)</b> <b>This is compulsory for all Members (to be undertaken on a bi-annual basis).</b>		
2	<b>Data Protection</b> E-Learning	Completed. Some Members will be required to renew during 2024/25.
3	<b>Cyber Security</b> E - Learning	Completed. Some Members will be required to renew during 2024/25. This has replaced Spam and Phishing
<b>MANDATORY TRAINING FOR ALL MEMBERS</b> <b>This is compulsory for all Members (once undertaken this is valid for 4 years).</b>		
4	<b>Equality, Diversity and Inclusion Training (EDI) including Cultural Awareness</b>	Completed
5	<b>Children’s Services Safeguarding and Corporate Parenting (COMBINED)</b> MS Teams	Further Session to be arranged
6	<b>Child Exploitation</b> MS Teams	Further Session to be arranged
7	<b>Health &amp; Safety for Elected Members</b> MS Teams	Completed
8	<b>Adult Safeguarding</b> E-Learning Course	Further Session to be arranged



9	<b>Code of Conduct</b> MS Teams	Completed
10	<b>Treasury Management</b>	Further session to be arranged
11	<b>Race Equality Training</b>	Further session to be arranged.
<b>MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES - This is compulsory for all Committee Members (once undertaken this is valid for 4 years)</b>		
10	<b>Planning Induction</b> In person (Room to be confirmed)	Tuesday 28 <sup>th</sup> May 2024 12pm
11	<b>Licensing Induction</b> Online with Institute of Licensing exact date to be confirmed	Tuesday 4 <sup>th</sup> June 2024 (All Day) or Tuesday 11 <sup>th</sup> July 2024 (All Day)
12	<b>Audit Induction</b> MS Teams	Tuesday 4 <sup>th</sup> June 2024 at 1pm
13	<b>Chairing Skills (compulsory for Chairs &amp; Vice Chairs of Committees – refresher/masterclass)</b>  Rooms 007 a & b	Delivered by LGA  Wednesday 29 <sup>th</sup> May 2024, 2pm
<b>MANDATORY FOR IDENTIFIED GROUPS</b> <b>This is compulsory for identified groups (once undertaken this is valid for 4 years).</b>		
14	<b>Performance Management</b>  Mandatory for Cabinet & Scrutiny Members  MS Teams	To be arranged as required.
15	<b>Local Government Finance</b>  Mandatory for Cabinet & Scrutiny Members  MS Teams	To be arranged as required.

16	<p><b>Understanding Overview and Scrutiny</b></p> <p>Mandatory for Overview and Scrutiny Members (providing an overview of the function)</p> <p>MS Teams</p>	To be arranged as required.
<b>OTHER TRAINING SEMINARS AND BRIEFINGS (Further sessions to be determined during the course of the year)</b>		
17.	<b>Anti-Social Behaviour</b>	30 <sup>th</sup> May 2024, 4pm, Hybrid (Council Chamber/MS Teams)
18.	<b>Dedicated Schools Grant MS Teams</b>	Thursday 13 <sup>th</sup> June 2024 at 5.30pm to 7.00pm
19.	<b>City Centre</b>	To be arranged
20.	<b>Commercial Determinants of Health and Smokefree Generation</b>	To be arranged (towards the end of 24/25)
21.	<b>Health Determinants Research Collaboration (progress and first successes)</b>	To be arranged (mid-year)
22.	<b>Adult Social Care: what's going well, what we're improving and how we're preparing for CQC inspection</b>	To be arranged (early in year)
23.	<b>Homelessness and rough sleeping: how we're tackling the growing pressures in Doncaster's communities (joint with St Leger Homes)</b>	To be arranged
24.	<b>Working Together Policy Changes.</b>	To be arranged
25.	<b>Family Hub Policy Framework.</b>	To be arranged
26.	<b>School Admissions</b>	To be arranged
27.	<b>SEND Transformation</b>	To be arranged
28.	<b>Skills Update</b>	To be arranged

29.	<b>Overview and Scrutiny – developing recommendations and added value (LGA – Peer support)</b>	To be arranged
30.	<b>Licensing for Non-Licensing Members</b>	To be arranged
31.	<b>Developing Members' Community Leadership role</b>	To be arranged
32.	<b>The new Consumer Standards social housing regulatory framework – What Members need to know?</b>	To be arranged.

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