

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

**PROPOSED DIARY OF MEETINGS – 2017/18**

**EXECUTIVE SUMMARY**

1. The purpose of this report is to present to Council for comment, a provisional Diary of Meetings for the 2017/18 Municipal Year, attached at Appendix A.

**RECOMMENDATION**

2. Council is asked to:-
  - (i) consider the proposed Diary of Meetings for the 2017/18 Municipal Year, attached at Appendix A; and
  - (ii) note that the final version of the Diary of Meetings will be presented to the Annual Meeting of Council in May, 2017 for approval.

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

3. Approving an advanced calendar of meetings for the 2017/18 Municipal Year and publishing the Forward Plan of key decision 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 Annual Meeting in May, 2017, the Council will determine a programme of meetings for Council, its Committees and Sub-Committees for the 2017/18 Municipal Year. Prior to submitting a report on this issue to the Annual Meeting, Members receive a report, usually in March each year, outlining a proposed timetable of meetings for comment in order that provisional room bookings can be made to hold these meetings.

**PROPOSED DIARY OF MEETINGS - OVERVIEW**

5. During peak holiday periods in late July and August, and over the Christmas period, meetings have been kept to a minimum.
6. The frequency of meetings of Full Council, Cabinet and Statutory, Regulatory or Quasi-Judicial Committees and Sub-Committees, have remained unchanged from last year's cycle.

7. The scheduling of meetings for the Overview and Scrutiny function reflects the structure approved at Council on 30th January, 2014. Monthly meetings for Overview and Scrutiny Management Committee and bi-monthly meetings for the Health and Adult Social Care, and Children & Young People's Panels have been scheduled. These meetings will be cancelled if they are not required. Other Panels work programmes are undertaken through review meetings arranged as required

### ***Cabinet Meetings***

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

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

9. The frequency of Council meetings has been retained at 6 meetings in the year. Evening meetings starting at 6.00 pm will be held in the months of July and September. With the exception of the Annual Council Meeting starting at 11.00 am in May 2018, all remaining scheduled meetings will start at 2.00 pm. In order to comply with statutory requirements for agreeing the Council Budget and setting the Council Tax, it is proposed to hold one meeting of Council in March.

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

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

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

11. 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**

12. Members are requested to either approve or amend the proposed Diary of Meetings for 2017/18.

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

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

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

16. The 2017/18 approved budget includes provision for the production of the Municipal Year Book and Council Diary.

## **HUMAN RESOURCES IMPLICATIONS**

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

## **TECHNOLOGY IMPLICATIONS**

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

## **EQUALITY IMPLICATIONS**

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

## **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 2017/18 Municipal Year, prior to formal adoption at the Annual Meeting of Council in May, 2017.

## **REPORT AUTHOR AND CONTACT OFFICER**

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

## **BACKGROUND PAPERS**

None

**Simon Wiles**  
**Director of Finance and Corporate Services**