



# Doncaster Council

## Report

---

**Date: 18th May, 2018**

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

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

#### **EXECUTIVE SUMMARY**

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

#### **RECOMMENDATIONS**

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

- (3) as a consequence of the loss of the 2 seats at (2) above, allocate the 2 seats to the Independent Members, Councillors Nigel Cannings and John Cooke;
- (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 CIPFA guidance, any Member appointed to Cabinet should not be a member of the Audit Committee;
- (6) notes the requirement to include at least one Executive Member on the Chief Officers Appointments Committee;
- (7) determines the appointment of Members as substitutes in respect of the following Committees and Sub-Committees, in accordance with the wishes of Political Groups:-
  - (a) Chief Officers Appointments Committee
  - (b) Chief Officers Appeals Committee
  - (c) Employee Relations Disputes Resolutions Committee
- (8) for the reasons set out at paragraph 8(iii) of the report, agree that the rules of proportionality do not apply to the Licensing Committee;
- (9) subject to (8) above, appoint Members to sit on the Licensing Committee (14 Members);
- (10) determines the appointment of Members to the following:-
  - (a) Parish Councils' Joint Consultative Committee (6 non-executive Members on a political proportionate basis (5 Labour Group Members and 1 Conservative Group Member); and
  - (b) Member Development Working Group (Cabinet Member with responsibility for Member Training and Development and 1 Member from each Political Group).
- (11) approves the revision to the membership of the Health & Wellbeing Board, as detailed at paragraph 60 of the report;
- (12) approves that Overview and Scrutiny Management Committee and the Panel names remain, but realign their work to the Doncaster Growing Together (DGT) themes;
- (13) approves that fixed meetings in the Council Diary continue to be scheduled for the Overview and Scrutiny Management Committee and the Panels that consider Health and Children and Young People's issues;

- (14) approves that the Panels that currently include issues that fall within Regeneration and Housing and Community and Environment schedule two fixed meetings in the Council Diary per year;
- (15) endorse the appointments of John Hoare 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 where this is considering issues relating to education matters;
- (16) any appointments to the 2 outstanding Overview and Scrutiny Parent Governor Representatives vacancies be determined by OSMC during the course of the year;
- (17) 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 Overview and Scrutiny Management Committee;
- (18) determines the appointment of workforce representatives as non-voting invitees onto the Overview and Scrutiny Management Committee and the Standing Panels, as detailed at paragraph 50 to 51 of the report;
- (19) agree that the Overview and Scrutiny Management Committee 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;
- (20) Kathryn Smart be re-appointed as the co-opted, non-voting, Independent Member to sit on the Audit Committee for a further 4 year period to 31st May, 2022; and
- (21) agree 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. The Authority has a statutory duty to review the allocation of seats on Committees. (This is explained in more detail in the Legal Implications of the report, paragraphs 11 to 18 refer). In addition, since the Borough Council Elections on 4th May, 2017, a casual vacancy has arisen in the Town Ward, and as a Bye-election has not been held, a vacant seat remains. Subsequently, the political composition of the Council is as follows:-

<b>Political Group</b>	<b>Members</b>
Labour	43
Conservatives	7
Mexborough First	3
Independent Members	2

6. It should be noted that the calculations in this report are based on a total of 55 Elected Members of the Council (i.e. the Elected Mayor + 54 Ward Councillors) due to the casual vacancy in the Town Ward. 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 Overview and Scrutiny Management Committee or the four Overview & Scrutiny Standing Panels in order to maximise cross-party representation;

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

## **LEGAL IMPLICATIONS**

11. Sections 15, 16 and 17 of the Local Government and Housing Act 1989, set out the duties of the Local Authority and the allocation of seats to Political Groups on Committees to ensure political balance.
12. The cumulative effect of these duties is to require "proportionality" across the formal activities of the Authority, representing the overall political composition of the Authority so that there can, for example, be no one party Committees so far as they are constituted as formal Committees or Sub-Committees of the Council.
13. Section 15 provides for the Council to review the representation of different Political Groups on Committees and Sub-Committees when:-
- (a) the Authority holds an Annual Meeting; and
  - (b) as soon as practicable after the Members of the Authority divide into different Political Groups.
14. The duty to make a determination as to political representation on Committees arises as soon as practicable after a review, according to the overriding principles that:-

- (a) all the seats on a Committee are not allocated to the same Political Group;
  - (b) the majority of the seats on a Committee go to the Political Group which has a majority on the Full Council;
  - (c) subject to the above two principles, that the number of seats on the Committees of the Authority allocated to each Political Group bears the same proportion to the total of all the seats on the Committees of that Authority as is borne by the number of Members of that group to the Membership of the Authority; and
  - (d) subject to (a) - (c) above, that the number of the seats on the Committee which are allocated to each Political Group bears the same proportion to the number of all the seats on that Committee as is borne by the number of Members of that group to the Membership of the Authority.
15. Section 16 provides that once the Council has carried out its review and determined the allocation of seats further to the principles by which it is bound listed above, the Council has a duty to exercise its powers to make appointments to Committees as to give effect to such wishes about who is to be appointed to the seats on that Committee which are allocated to a particular Political Group as are expressed by that Political Group.
16. Section 16(2A) requires that where appointments fail to be made to seats on a Committee to which Section 15 applies otherwise than in accordance with a determination under that Section, it shall be the duty of the Council to exercise its power to make appointments so as to secure that the persons appointed to those seats are not Members of any Political Group.
17. Exceptions to these requirements of political balance may be made where arrangements are approved by the Council without any Member of the Council or a Committee voting against them.
18. The Licensing Committee is a dual function Committee. It is constituted under Section 101 of the Local Government Act 1972, to undertake various licensing functions and also under the Licensing Act, 2003, to exercise all the functions of the Licensing Authority.

## **ALLOCATION OF SEATS**

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

## ALLOCATION OF SEATS ON COMMITTEES

20. The total number of seats allocated to each particular Political Group on all Committees, must be in the same proportion as is borne by the number of Members of that Group on the Council. This means that out of a total of 60 seats, 58 seats are allocated to the Political Groups on the following proportional basis:-

Labour	- 47	i.e.	43/55
Conservatives	- 8	i.e.	7/55
Mexborough First	- 3	i.e.	3/55

21. This completes the allocation of seats to Political Groups. The remaining 2 seats are allocated to the 2 Members of the Council who are Independent Members who are 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. Councillors Nigel Cannings and John Cooke.

## PROPORTIONAL ALLOCATION OF SEATS

22. The seat entitlement of Political Groups on Committees and Sub-Committees of 11, 7 and 5, is calculated by dividing the number of seats available on the Committee between the Groups in the same proportion as the number of seats a Group has on the Council, e.g. on a Committee of 11 for the Labour Group  $43 \div 55 \times 11 = 8.60$  seats. The table below shows the allocation for all Groups on the Council:-

	5	7	11
Labour	3.91	5.47	8.60
Conservatives	0.64	0.89	1.40
Mexborough First	0.27	0.38	0.60

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

Firstly, consider 'whole' seat entitlement.

Labour	8
Conservatives	1

This completes the whole seat allocation to Political Groups.

24. Secondly, the remaining 2 seats are allocated to the remaining Groups with the best proportional fit, indicated by the remaining "part" figure i.e. 1 seat to the Labour Group (0.60 entitlement) and 1 seat to Mexborough First (0.60 entitlement). The same method is applied to the remaining Committees which have 11 seats, the Awards, Grants and Transport (Appeals) Committee which has 7 seats and the remaining Committees and Sub-Committees which have 5 seats each. This completes the allocation of seats to Political Groups.

## **PROPOSED SEAT ALLOCATIONS**

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



	<b>LABOUR</b>	<b>CONSERVATIVES</b>	<b>MEXBOROUGH FIRST</b>	
<b>COMMITTEE</b>	<b>Seats Allocated</b>	<b>Seats Allocated</b>	<b>Seats Allocated</b>	<b>Total No. of Seats on Committee</b>
PLANNING	9	1	1	11
ELECTIONS & DEMOCRATIC STRUCTURES	9	1	1	11
CHIEF OFFICERS APPOINTMENTS	9	1	1	11
AWARDS, GRANTS & TRANSPORT (APPEALS)	6	1	0	7
AUDIT	4	1	0	5
CHIEF OFFICERS APPEALS	4	1	0	5
EMPLOYEE RELATIONS DISPUTES RESOLUTION	4	1	0	5
CHIEF OFFICERS INVESTIGATORY SUB	4	1	0	5
<b>TOTAL ALLOCATED</b>	<b>49</b>	<b>8</b>	<b>3</b>	<b>60</b>
<b>Required Seat Allocation</b>	<b>47</b>	<b>8</b>	<b>3</b>	<b>58</b>
<b>Adjustments Required</b>	<b>-2</b>	<b>0</b>	<b>0</b>	<b>-2</b>

26. It can be seen that this initial allocation to provide proportionality on individual Committees and Sub-Committees, results in the Labour Group being over represented by 2 seats.
27. The Labour Group would receive 49 seats in total when it is only entitled to 47 seats.
28. Adjustments are therefore required and the Council must decide:-
  - (i) to remove a Labour Group seat on 2 different Committees/Sub-Committees; and
  - (ii) following the adjustments chosen under (i) above, determine the allocation of the 2 seats to the 2 Independent Members, Councillors Nigel Cannings and John Cooke.
29. The Labour Group has been asked to express a view on which Committees it would prefer to have reduced representation to assist the Council in determining where adjustments should be made. 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.
30. These allocations give effect so far as reasonably practicable to the requirements of the Act. It remains open to Members to agree a different allocation, but only if no Member votes against such proposals. If such agreement cannot be reached, the Council has no alternative but to act in accordance with the principles set out in paragraph 15 of this report.

## **APPOINTMENT OF MEMBERS TO COMMITTEES**

31. 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.
32. 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**

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

## **Planning and Licensing Committees**

34. The Planning and Licensing Committees discharge important regulatory functions. Annual 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. This training is mandatory for all Members appointed to serve on these Committees. Members who have not attended the training, are not permitted to take part in these meetings.

## **Audit Committee**

35. 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. The term of office of the co-opted, non-voting, independent Member, Kathryn Smart, is due to expire at this year's Annual Council Meeting. Subsequently, the Independent Member has been consulted and has indicated that she wishes to continue undertaking this role. Following consultation with Members of the Audit Committee, a report was submitted to the meeting of the Committee on 5th April, 2018. The Committee confirmed that it would welcome Kathryn to continue in this role and has recommended to Council that Kathryn Smart is re-appointed for a 4 year period until 31st May, 2022. The Committee also 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**

36. The current Overview and Scrutiny structure was revised in May 2015, to take account of best practice and changes to the size of the Council. The main changes agreed at that time were:-
- Enhanced management role for the Overview and Scrutiny Management Committee (OSMC);
  - Panels to focus on review work through task and finish activities;
  - Establishment of a Health Scrutiny; and
  - Working practices being more flexible (Panels not based around pre-determined meetings dates).
37. During the 2017/18 year, the OSMC established a Working Group to review the effectiveness of these arrangements and identify whether any further improvements could be made. Evidence gathering took place from September 2017 to February 2018, and the final recommendations were agreed by OSMC at its meeting on 4th April, 2018. A number of recommendations relating to the structure and operation of the function are therefore, presented to Council for approval.

## **Alignment of OSMC and Panels to Doncaster Growing Together**

38. It was recommended that OSMC and the Panels should retain their current names, but ensure their activities clearly demonstrate alignment to and support the delivery of the Borough's strategic priorities identified through Doncaster Growing Together. The OSMC believed this was in preference to renaming the Panels to reflect the themes as Members have built up knowledge and understanding in certain service areas e.g. Children's Services, Health Scrutiny and Regeneration and the cross cutting nature of the DGT themes would mean some of those issues would be split across two or more Panels. Health Scrutiny currently has a comprehensive work programme and has to respond quickly to a range of important health issues, whilst a key issue for the School's Children and Young People's Scrutiny Panel is to review activities of the Doncaster Children's Trust. This would create work load inequalities across the Panels if these issues were incorporated under a Doncaster Caring Scrutiny Panel.
39. A brief overview of the proposed remit of each Overview and Scrutiny body is detailed below:-
- **Overview and Scrutiny Management Committee** - to agree and co-ordinate the work programmes of the four Standing Panels. To consider issues around the Connected Council theme, regularly consider performance and budget, and undertake pre-decision Scrutiny of Council and partnership issues.
  - **Children and Young People's Panel** - to consider issues relating to improved outcomes for Children and Young People; Key focus on Doncaster Learning, accessing high quality education, improving skills and Doncaster Caring, children's social care delivered by the Doncaster Children's Trust.
  - **Regeneration and Housing Panel** - to consider issues relating to skills and enterprise, inward investment, economic development, strategic transport included within the Doncaster Working theme and housing issues considered under the Doncaster Living theme.
  - **Communities and Environment Panel** - to consider neighbourhood issues, street scene and highways, community safety as well as environmental issues included within the Doncaster Living theme.

- **Health and Adult Social Care Panel** - to consider issues that fall within the remit of Public Health Directorate, Adult Social Care and wider health issues included within the Doncaster Caring theme.

### **Meeting Arrangements**

40. The 2015 review had recommended fixed meeting dates for OSMC with Panels having flexibility to agree meeting dates as and when required. OSMC recognised that due to the number and nature of issues considered by Health Scrutiny and the requirement for the Children's Scrutiny Panel to review activities of the Doncaster Children's Trust (DCT), these Panels should continue to agree a small number of fixed meeting dates to consider these issues.
41. The Regeneration and Housing Panel currently does not hold any scheduled meetings with the Communities and Environment Panel holding one meeting to meet its Crime and Disorder responsibilities. It was recommended that two fixed meetings for both Panels be set in the Council Diary to provide an opportunity to give an overview of priorities in these areas and take account of any evolving issues that may require consideration.
42. 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 50 to 51.
43. 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 Members, Councillors Nigel Cannings and John Cooke, would be as follows:-
 

Labour	34
Conservatives	6
Mexborough First	2
Independent	2
44. 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 the necessary interest or expertise to participate in and help strengthen Overview and Scrutiny arrangements.

45. 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.
46. 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**

47. 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.
48. 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 posts. This may also be due to the reduced number of Local Authority maintained schools. If there is interest shown, the Council agreed in 2017 that OSMC can appoint to the positions. The number of faith representatives (one Church of England and one Roman Catholic) appointed to the Scrutiny Committee with Education within its remit (the Schools, Children and Young People Panel) remains.
49. Our current arrangements allow for one representative from the Church of England and one from the Roman Catholic faith nominated by the Hallam Diocese. John Hoare has been nominated to represent the Church of England Diocese. Bernadette Nesbit has been nominated as the Roman Catholic nomination. 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.

50. 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. The workforce representative nominations are as follows:-
- Overview and Scrutiny Management Committee - Paul O'Brien
  - Children and Young People - Jim Board
  - Communities and Environment - Tom Fent
  - Regeneration and Housing - Mark Whitehouse
  - Health and Adult Social Care - (To be confirmed)
51. At the Annual meeting last year, Council agreed that OSMC be more cross cutting and that representation from the three main Unions, Unite, GMB and Unison, rotate on an annual basis on this Committee to ensure there is greater equity. In reviewing these arrangements, the Union representatives have requested that no rotation takes place for 2018/19 and the current representatives retain their positions on OSMC and the Standing Panels. This is to assist representatives in building up knowledge and experience on OSMC or their respective Panel.
52. Members are asked to note that if an invitee cannot attend, there are no arrangements to allow for substitute members to attend as of right.
53. Other non-voting invitees may be invited/appointed to the membership on a standing or ad-hoc basis, if it is believed they will enhance the process of Overview and Scrutiny. Council is asked to confirm that any additional appointments of standing invitees to OSMC or the Panels, be made by OSMC.
54. Council is also asked to note that in accordance with Overview and Scrutiny Procedure Rules, invitees will not be given access to confidential or exempt information as of right. Where the issue relates to the work of the Panel or Committee on which they serve, the Committee or Panel will need to agree the extent to which it would wish to allow its invitees to access this information prior to its consideration.

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

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

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

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

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

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

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

### **Health and Wellbeing Board**

58. Under the Health and Social Care Act 2012, the Health and Wellbeing Board was established as a Statutory Committee of the Council from 1st April, 2013. The core membership of the Board is set out in statute and shown below in italics:-
- *Director of People (DCS/DASS)*
  - *Director of Public Health*
  - *Chair of Healthwatch Doncaster*
  - *Chair of Doncaster Clinical Commissioning Group*
  - *Portfolio Holder with responsibility for Public Health*
  - *Portfolio Holder with responsibility for Children's Services*



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

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

60. In light of operational experience in the way the Board conducts its business and to reflect external organisational changes made by, or affecting, some of the bodies represented on the Board, it is proposed that Primary Care Doncaster be included within the Board's membership.

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

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

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

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

#### **RISKS AND ASSUMPTIONS**

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

#### **FINANCIAL IMPLICATIONS [Officer Initials LR Date 01.05.18]**

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

**HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 19.04.18]**

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

**TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 20.4.18]**

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

**HEALTH IMPLICATIONS [Officer Initials RS Date 18.04.18]**

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

**EQUALITY IMPLICATIONS [Officer Initials DMT Date 16.04.18]**

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

**CONSULTATION**

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

**BACKGROUND PAPERS:**

Report to Council - 19th May, 2017 - Local Government & Housing Act 1989 - Review of Allocation of Seats on Committees & Sub-Committees.

**REPORT AUTHOR**

David M. Taylor, Senior Governance Officer  
Tel: 01302 736712  
Email: [david.taylor@doncaster.gov.uk](mailto:david.taylor@doncaster.gov.uk)

**CONTRIBUTOR**

Andrew Sercombe, Governance & Members Services Manager  
Tel: 01302 734354  
Email: [andrew.sercombe@doncaster.gov.uk](mailto:andrew.sercombe@doncaster.gov.uk)

**Jo Miller**  
**Chief Executive**