



Doncaster Council

Report

Date: 18th May, 2018

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

DIARY OF MEETINGS – 2018/20

EXECUTIVE SUMMARY

1. The purpose of this report is to approve a schedule of meetings for the 2018/19 and 2019/20 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) approve the proposed Diary of Meetings for the 2018/19 and 2019/20 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 2017/18 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 25th January, 2018, the Council considered a report outlining a proposed Diary of Meetings for the 2018/19 and 2019/20 Municipal Years, upon which comments were sought.

Issues to note

5. As last year, 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, this issue will be determined at the Council meeting in March 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 2018/19 and 2019/20 Municipal Years.

Variations to the Schedule of Meetings submitted to Council on 25th January, 2018

Elections and Democratic Structures Committee

11. To avoid a possible clash of Member commitments, the Elections and Democratic Structures Committee previously arranged for Tuesday, 12th February, 2019, has been rescheduled to Tuesday, 5th February, 2019 at 10.00 a.m.

Annual Council Meetings

12. All future Reconvened meetings of Annual Council (Part 2) have been rescheduled to commence at 2.00 pm rather than 1.00 p.m. as in previous years.

Overview and Scrutiny

13. In response to the recommendations agreed as a result of the Scrutiny Evaluation process, additional formal meetings of two Standing Panels have been scheduled as follows:-
 - Communities and Environment Overview and Scrutiny Panel on 18th July, 2018 at 10.00 a.m.;

- Regeneration and Housing Overview and Scrutiny Panel Standing Panels on 19th September, 2018 at 10.00 a.m.; and
 - Regeneration and Housing Overview and Scrutiny Panel on 13th March, 2019 at 10.00 a.m.
14. In addition, to allow for Member commitments, the Health and Adult Social Care Overview & Scrutiny Panel scheduled on 5th July, 2018 has been rescheduled to 2nd July, 2018 at 10.00 a.m.

Member Training

15. Dates for Member Training sessions have been programmed during the Municipal Year.

The E-Diary

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

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

17. Members are requested to either approve or amend the proposed Diary of Meetings for the 2018/19 and 2019/20 Municipal Years.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

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

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials SRF Date 30.04.18]

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

FINANCIAL IMPLICATIONS [Officer Initials LR Date 01.05.18]

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

HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 19.04.18]

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

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 20.04.18]

23. 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]

24. There are no direct health implications from this report. However the individual meetings themselves will need to consider the health implications of any further reports. Report authors can seek further advice from the Director of Public Health if required.

EQUALITY IMPLICATIONS [Officer Initials DMT Date 16.04.18]

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

CONSULTATION

26. 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 2018/19 and 2019/20 Municipal Years.

REPORT AUTHOR AND CONTACT OFFICER

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BACKGROUND PAPERS

Report to Council on 25th January, 2018 (Proposed Diary of Meetings 2018/20)

Jo Miller
Chief Executive