



# Doncaster Council

## Report

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Date: 18th May, 2018

### To the Chair and Members of the COUNCIL

### COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2018/19

#### EXECUTIVE SUMMARY

1. This report seeks Council's agreement to proposed revisions to the Terms of Reference of a number of Council appointed Committees` for the reasons set out in the report.

#### RECOMMENDATIONS

2. The Council is requested to:-
  - (i) for the reasons set out at paragraphs 10-12, agree to the proposed revisions to Terms of Reference set out at Appendix A to this report;
  - (ii) approve the revised arrangements in respect of those functions previously undertaken by the Joint Safety Committee as detailed at paragraphs 8 and 9 of the report;
  - (iii) note Part 3 of the Constitution will be amended to reflect the revised arrangements relating to corporate Safety;
  - (iv) 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
  - (v) 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?

3. 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

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

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

### **a) Joint Safety Committee**

8. In order to modernise and provide a more strategic approach to the Council's current Health and Safety reporting and consultation structure, as well as to bring it in line with HSE guidelines and other Local Authority best practice, a new structure is to be implemented that will replace the Joint Safety Committee. The new structure will strengthen overall governance, enhance effective communications, embed management accountability, and give strategic direction for Health and Safety at all levels across the Council.
9. To achieve a more strategic approach, current Directorate Liaison Groups will become Directorate Health and Safety Committees. These Committees will be chaired by Assistant Directors, with Trade Union and employee representation, attended by the Health & Safety Manager or Advisor and other specialists when required. The Directorate Health and Safety Committees will, in turn, report quarterly to the Directors meetings, Portfolio Holder and the Executive Board, and will then feedback actions and outcomes to Directorate committees. Where Health and Safety matters remain unresolved at the lower levels, the new structure is supported by an escalation route, where appropriate, up to the Doncaster Consultative Group within the council's Industrial Relations Framework. This will establish enhanced accountability, a proactive and strategic approach to continual improvement, effective consultation and communication at all levels. Therefore the new structure will provide a direct link to all employee and governance levels at both strategic and operational levels for Health and Safety issues.

## **b) Health and Well Being Board**

10. The title of the NHS Commissioning Board has been amended and is now referred to as NHS England throughout the document. This is to reflect the changes arising from the embedding of the Health and Social Care Act 2012.

## **c) Chief Officers Appointments Committee**

11. There has been a slight amendment to the wording of the Terms of Reference of the Chief Officer Appointments Committee, simply to provide greater clarity on the membership of the appointments panel and does not alter the remit of the Committee.

## **d) Audit Committee**

12. The Terms of Reference of the Audit Committee have been reviewed to simplify the wording and update in terms of new guidance and approaches

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

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

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

14.

	<b>Outcomes</b>	<b>Implications</b>
	<b>Connected Council:</b> <ul style="list-style-type: none"><li>• A modern, efficient and flexible workforce</li><li>• Modern, accessible customer interactions</li><li>• Operating within our resources and delivering value for money</li><li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li><li>• Building community resilience and self-reliance by connecting community assets and strengths</li><li>• Working with our partners and residents to provide effective leadership and governance</li></ul>	The Council is committed to maintaining the highest standards of Governance and robust Terms of Reference allow for the proper discharge of the Council's functions, ensuring openness and transparency.

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials HMP Date 10.05.18]**

16. 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. There is no legal requirement for a formal safety committee. The Safety Representatives and Safety Committees Regulations 1977 do require a meeting where there is an employee representative request. The proposals outlined in the report are consistent with these powers.

## **FINANCIAL IMPLICATIONS [Officer Initials LR Date 02.05.18]**

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

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 02.05.18]**

18. There are no specific human resources implications associated with this report.

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 08.05.18]**

19. There are no specific technology implications associated with this report.

## **HEALTH IMPLICATIONS [Officer Initials RS Date 04.05.18]**

20. The role of all 3 committees/sub-committees can impact on the health and wellbeing of Doncaster people. The most obvious is the Health and Wellbeing Board. The updating of the terms of reference is a hallmark of good governance which should be a marker of a high performing board and therefore a high performing delivery system.

## **EQUALITY IMPLICATIONS [Officer Initials SM Date 04.05.18]**

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

## **CONSULTATION**

22. 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 paragraph 7 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

## **BACKGROUND PAPERS**

23. None

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