



# Doncaster Council

## Report

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**Date: 17th May, 2019**

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

### **DIARY OF MEETINGS – 2019/21**

#### **EXECUTIVE SUMMARY**

1. The purpose of this report is to approve a schedule of meetings for the 2019/20 and 2020/21 Municipal Years, attached at Appendix A.

#### **RECOMMENDATION**

2. Council is asked to:-
  - (i) approve the proposed Diary of Meetings for the 2019/20 and 2020/21 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 24th January, 2019, the Council considered a report outlining a proposed Diary of Meetings for the 2019/20 and 2020/21 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 2019/20 and 2020/21 Municipal Years.

### **Variations to the Schedule of Meetings submitted to Council on 24th January, 2019**

#### **Overview and Scrutiny**

11. To allow for Member commitments, meetings of the Children and Young People Overview and Scrutiny Panel initially scheduled on a Tuesday, have been rescheduled to be held on a Thursday. Further minor revisions to some Panel meeting dates have also been undertaken.

#### **Member Training**

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

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

13. 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**

14. Members are requested to either approve or amend the proposed Diary of Meetings for the 2019/20 and 2020/21 Municipal Years.

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

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

## **RISKS AND ASSUMPTIONS**

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

## **LEGAL IMPLICATIONS [Officer Initials SRF Date 11.04.19]**

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

## **FINANCIAL IMPLICATIONS [Officer Initials VJB Date 18.04.19]**

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

## **HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 12.04.19]**

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

## **TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 12.04.19]**

20. 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 12.04.19]**

21. 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 10.04.19]**

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

## **CONSULTATION**

23. 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 2019/20 and 2020/21 Municipal Years.

## **REPORT AUTHOR AND CONTACT OFFICER**

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## **BACKGROUND PAPERS**

Report to Council on 24th January, 2019 (Proposed Diary of Meetings 2019/21)

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