



Doncaster Council

Report

24th September, 2020

To the Chair and Members of the COUNCIL

COUNCIL APPOINTED COMMITTEES' AND SUB-COMMITTEES' TERMS OF REFERENCE FOR 2020/21

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) agree to the proposed revisions (i) to the Terms of Reference set out at Appendix A as detailed in paragraphs 9 and 10 of this report, including the addition of the Terms of Reference for the Doncaster Covid-19 Oversight Board;
 - (ii) 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
 - (iii) 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:-

8. **Health and Well Being Board**

An addition has been made to the Health and Well Being Board Terms of Reference with the addition of the Child Death Review Annual Report to the duties of the Board. In September 2018 the Child Death Review Statutory and Operational Guidance (England) was updated. This clarified the role and expectation of the (already existing) Child Death Overview Panels. (CDOP). The CDOP is a multi-agency panel set up by local Child Death Review partners (the Local Authority and Clinical Commissioning Group) to review the deaths of all children normally resident in their area, in order to learn lessons and share any findings for the prevention of future deaths. Almost all the learning from CDOP reviews applies to boarder health system partners as opposed to solely safeguarding professionals. The amendment to the terms of reference transfers the duty to receive the Doncaster CDOP annual report from the Safeguarding Board to the Health and Wellbeing Board and is in line with the September 2018 guidance and the July 2018 Working Together guidance.

9. **Doncaster Covid-19 Oversight Board**

On 22nd May, 2020 Government announced that as part of its national strategy to reduce infection from SARS-CoV-2, it would expect every area in England to create a local Outbreak Plan. Government expected that by the end of June that local plans, led by the Director of Public Health, would be produced. Officer level structures and Member level governance structures would need to be defined and stood up. The aim of the plans should be specifically to prevent and manage local outbreaks of infection.

Specific arrangements for addressing COVID-19 Outbreaks would need to be stood up against that context of partnership working and therefore, plans

would also require clear links into delivery and deployment of actions to be taken across all Team Doncaster partners, including local authority, NHS and Police powers and capabilities. This provided a clear need to link strongly to Team Doncaster COVID-19 'gold' and to the Local Resilience Forum.

Following initial discussions at Officer level, the Doncaster Covid-19 Oversight Board was established and it is therefore felt appropriate to include the Terms of Reference within this report.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

10. 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

11.

	Outcomes	Implications
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>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.</p>

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [SF 21/08/20]

13. 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.

FINANCIAL IMPLICATIONS [PH 20/08/20]

14. There are no Financial Implications associated with this report.

HUMAN RESOURCES IMPLICATIONS [RH, 27/8/20]

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

TECHNOLOGY IMPLICATIONS [PW 28/08/20]

16. There are no technology implications in relation to this report.

HEALTH IMPLICATIONS [RS 20/08/20]

17. 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. The revisions to the Terms of Reference should support this.

EQUALITY IMPLICATIONS [SM 20/08/20]

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

CONSULTATION

19. 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 8-10 of this report, to ensure that the Terms of Reference are robust and fit for purpose.

BACKGROUND PAPERS

20. None

REPORT AUTHOR & CONTRIBUTORS

Sarah Maxfield
Governance Officer
Email: sarah.maxfield@doncaster.gov.uk

Amber Torrington
Governance Officer
Email: amber.torrington@doncaster.gov.uk

Rupert Suckling
Director of Public Health
Email: Rupert.suckling@doncaster.gov.uk

Scott Fawcus
Assistant Director of Legal and Democratic Services and Monitoring Officer