



Doncaster Council

Report

21st January, 2021

To the Chair and Members of the COUNCIL

PROPOSED DIARY OF MEETINGS – 2021/23

EXECUTIVE SUMMARY

1. The purpose of this report is to present to Council for comment, a provisional Diary of Meetings for the 2021/22 and 2022/23 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) consider the proposed Diary of Meetings for the 2022/23 Municipal Year, attached at Appendix A;
 - (ii) note the Diary of Meetings for the 2021/22 Municipal Year, attached at Appendix A; and
 - (iii) note that the final version of the Diary of Meetings will be presented to the Annual Meeting of Council in May 2021, for approval.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Approving an advanced calendar of meetings encompassing two Municipal Years from May 2021 to May 2023, 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, Cabinet and its Committees.

BACKGROUND

4. At its Annual Meeting in May, the Council determines a programme of meetings for Council, its Committees and Sub-Committees. Prior to submitting a report on this issue to the Annual Meeting, Members receive a report, usually in January each year, outlining a proposed timetable of meetings for comment in order that provisional room bookings can be made to hold these meetings.

5. Whilst recognising that Committee membership may change from year to year at the Annual Council Meeting, agreeing Council dates over a longer period provides Members and Officers with advanced notification of meetings and other key dates. This is particularly helpful for Members who may have to organise their time due to other commitments e.g. work, caring, voluntary, family or other commitments.
6. The proposed programme of meetings covers a two year period and encompasses the 2021/22 and 2022/23 Municipal Years. However, there will be an opportunity to review the meeting dates for the period 2022/23, once these have been agreed, as Council will be asked to agree a diary of meetings for the period 2022/23 to 2023/24, in May 2022. This will enable Council to make any adjustments, if required.

PROPOSED DIARY OF MEETINGS - OVERVIEW

7. During peak holiday periods in late July and August, and over the Christmas period, meetings have been kept to a minimum.
8. The frequency of meetings of Full Council, Cabinet and Statutory, Regulatory or Quasi-Judicial Committees and Sub-Committees, have remained unchanged from last year's cycle.
9. The scheduling of meetings for the Overview and Scrutiny function reflects the structure approved at Council on 30th January, 2014. Monthly meetings for Overview and Scrutiny Management Committee and bi-monthly meetings for the Health and Adult Social Care, and Children and Young People's Overview and Scrutiny Panels, have been scheduled. These meetings will be cancelled if they are not required. Other Panel's work programmes are undertaken through review meetings arranged as required.

Cabinet Meetings

10. Cabinet Meetings have been determined by the Mayor of Doncaster.

Meetings of Full Council

11. The frequency of Council meetings has been retained at six meetings in each Municipal Year. Evening meetings starting at 6.00 pm, will be held in the months of July and September. With the exception of the Annual Council Meetings starting at 11.00 am in May each year, all remaining scheduled meetings will start at 2.00 pm. In order to comply with statutory requirements for agreeing the Council Budget and setting the Council Tax, it is proposed to hold a meeting of Council in March each Municipal Year.

Health and Wellbeing Board

12. In keeping with current arrangements, meetings of the Health and Wellbeing Board have been programmed on a bi-monthly basis.

The E-Diary

13. 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 Doncaster Council perspective.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

14. Members are requested to either approve or amend the proposed Diary of Meetings.

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 NC Date 24/12/20]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 21/12/20]

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

HUMAN RESOURCES IMPLICATIONS [Officer Initials RH Date 11/12/20]

19. There are no human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 10/12/20]

20. There are no technology implications in relation to this report. Governance & Members Services maintain the diary of meetings electronically in the Modern.Gov system that is accessible via the Council's website.

HEALTH IMPLICATIONS [Officer Initials RS Date 10/12/20]

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 9/12/20]

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 2021/22 and 2022/23 Municipal Years, prior to formal adoption at the Annual Meeting of Council in May 2021.

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BACKGROUND PAPERS

None

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