



Doncaster Council

Report

18th January, 2024

To the Chair and Members of the COUNCIL

PROPOSED DIARY OF MEETINGS – 2024/26

EXECUTIVE SUMMARY

1. The purpose of this report is to present to Council for comment, a provisional Diary of Meetings for the 2024/25 and 2025/26 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) consider and comment on the proposed Diary of Meetings for the 2024/26 Municipal Years, 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 2024, for approval.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Approving an advanced calendar of meetings encompassing two Municipal Years from May 2024 to May 2026, provides advance notice and an opportunity for citizens to better engage in the democratic process; where provided for in the Council's Constitution e.g. asking questions 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 2024/25 and 2025/26 Municipal Years. However, there will be an opportunity to review the meeting dates for the period 2025/26, once these have been agreed, as Council will be asked to agree a diary of meetings for the period 2025/26 to 2026/27, in May 2025. 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 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 its approach to delivering its work plan. Overview and Scrutiny Management Committee meets monthly to ensure it retains its overview of the function whereas the Panels meet less frequently but call additional meetings as required for evidence gathering sessions, briefings and other activities to support the delivery of their work programmes.

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 11.30 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 February each Municipal Year.

The E-Diary





12. 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

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

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 14.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
Comments:				
 Developing the skills to thrive in life and in work				✓
Comments:				
 Making Doncaster the best place to do business and create good jobs				✓
Comments:				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments:				

 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments:				
 Nurturing a child and family-friendly borough				✓
Comments:				
 Building Transport and digital connections fit for the future				✓
Comments:				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments:				
Fair & Inclusive				✓
Comments:				

LEGAL IMPLICATIONS [Officer Initials SRF 11.12.23]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 11.12.23]

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

HUMAN RESOURCES IMPLICATIONS [SH Date: 13.12.23]

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

TECHNOLOGY IMPLICATIONS [Officer Initials ET Date 11.12.23]

18. 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.

RISKS AND ASSUMPTIONS

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

EQUALITY IMPLICATIONS [Officer Initials SM Date 24/11/23]

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

CONSULTATION

21. 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 2024/25 and 2025/26 Municipal Years, prior to formal adoption at the Annual Meeting of Council in May 2024.

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BACKGROUND PAPERS

None

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