



Report

Date: 17th May, 2024

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

DIARY OF MEETINGS – 2024/26

EXECUTIVE SUMMARY

1. The purpose of this report is to approve a schedule of meetings for the 2024/25 and 2025/26 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) approve the proposed Diary of Meetings for the 2024/25 and 2025/26 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 18th January, 2024, the Council considered a report outlining a proposed Diary of Meetings for the 2024/25 and 2025/26 Municipal Years, upon which comments were sought.

Issues to note

5. 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, these issues will be determined at the Council meetings in February 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 2024/25 and 2025/26 Municipal Years.

Member Training

11. Dates and times for Member Training sessions will be finalised shortly and Members will be advised of these arrangements in due course.

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 DMBC perspective.



OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

13. Members are requested to either approve or amend the proposed Diary of Meetings for the 2024/25 and 2025/26 Municipal Years.

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: N/A				
 Developing the skills to thrive in life and in work				✓
Comments: N/A				
 Making Doncaster the best place to do business and create good jobs				✓
Comments: N/A				
 Building opportunities for healthier, happier and longer lives for all				✓
Comments: 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.				
 Creating safer, stronger, greener and cleaner communities where everyone belongs				✓
Comments: N/A				
 Nurturing a child and family-friendly borough				✓
Comments: N/A				
 Building Transport and digital connections fit for the future				✓
Comments: N/A				
 Promoting the borough and its cultural, sporting, and heritage opportunities				✓
Comments: N/A				

Fair & Inclusive				✓
Comments: N/A				

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS [Officer Initials SRF Date 25.04.24]

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

FINANCIAL IMPLICATIONS [Officer Initials PH Date 25/04/24]

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

HUMAN RESOURCES IMPLICATIONS [Officer Initials SH Date 23.04.24]

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

TECHNOLOGY IMPLICATIONS [Officer Initials: PW Date : 23/04/24]

19. There are no specific technology implications in relation to this report. Governance and Members Services will be responsible for updating the website/modern.gov system, when agreed.

CONSULTATION

20. 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.

REPORT AUTHOR AND CONTACT OFFICER

Amber Torrington
 Governance Officer
 Tel: 01302 737462/Email amber.torrington@doncaster.gov.uk

Sarah Maxfield
 Governance Officer
 Tel: 01302 736723/Email: sarah.maxfield@doncaster.gov.uk

BACKGROUND PAPERS

Report to Council on 18th January, 2024 (Proposed Diary of Meetings 2024/26)

Damian Allen
Chief Executive