

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

**PROPOSED DIARY OF MEETINGS – 2016/17**

**EXECUTIVE SUMMARY**

1. The purpose of this report is to approve a schedule of meetings for the 2016/17 Municipal Year, attached at Appendix A.

**RECOMMENDATION**

2. Council is asked to:-
  - (i) approve the proposed Diary of Meetings for the 2016/17 Municipal Year, 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 2016/17 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. Each year at its Annual Meeting, Council is requested to determine a programme of meetings for Council, its Committees and Sub-Committees for the Municipal Year.

**PROPOSED DIARY OF MEETINGS - OVERVIEW**

5. During peak holiday periods in late July and August, and over the Christmas period, meetings have been kept to a minimum.
6. 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.

### ***Overview and Scrutiny***

7. The scheduling of meetings for the Overview and Scrutiny (O&S) function reflects the structure approved at Council on 30th January, 2014. Monthly meetings for Overview and Scrutiny Management Committee, bi-monthly meetings for the Health and Adult Social Care Panel, if required, quarterly meetings for the Children & Young People's Overview & Scrutiny Panel (which include reviewing the activities of the Doncaster Children's Trust) and one monthly session set aside for an Overview and Scrutiny activity to be used by any of the Panels if required e.g. to gather evidence or hold a formal meeting. These meetings will be cancelled if they are not required. Generally, the Overview and Scrutiny Panel's will meet as required, determining dates which best fit the task and finish work they are undertaking.

### ***Cabinet Meetings***

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

### ***Meetings of Full Council***

9. The frequency of Council meetings has been retained at 6 meetings in the year. Evening meetings starting at 6.00 pm will be held in the months of July and September. 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 one meeting of Council in March.

### ***Health and Wellbeing Board***

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

### ***Member Training Sessions and Seminars***

11. As far as possible, all dates for Member Training sessions have been included within the diary to ensure Members have sufficient notice, particularly for any mandatory training they are required to undertake. Any amendments, additional dates or training sessions that may be arranged during the course of the year, will be notified to Members as they arise. In addition to the diary, Elected Members have been circulated details of proposed training and development for the forthcoming year.

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

12. 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.

Whilst Members will be notified of any changes to meetings or training sessions, they are advised to regularly review the Diary of Meetings to ensure they are aware of any revisions that may have been made.

#### **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

13. Members are requested to either approve or amend the proposed Diary of Meetings for 2016/17.

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

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

#### **RISKS AND ASSUMPTIONS**

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

#### **LEGAL IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

17. The 2016/17 approved budget includes provision for the production of the Municipal Year Book and Council Diary.

#### **HUMAN RESOURCES IMPLICATIONS**

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

#### **TECHNOLOGY IMPLICATIONS**

19. There are no technology implications associated with this report.

#### **EQUALITY IMPLICATIONS**

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

#### **CONSULTATION**

21. The Mayor of Doncaster and other Political Group Leaders have been consulted on the provisional Diary of Meetings for the 2016/17 Municipal Year.

#### **BACKGROUND PAPERS**

None

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