

# Public Document Pack

<b>MEETING:</b>	Full Council
<b>DATE:</b>	Thursday, 20 May 2021
<b>TIME:</b>	3.00 pm
<b>VENUE:</b>	Barnsley Civic

## REGISTER TO ATTEND

**Please note that in order to ensure that the meeting complies with current Covid-19 restrictions and public health advice, members of the public must pre-register if they wish to attend the meeting.**

**Anyone who wishes to attend should email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk) no later than 10.00am on Wednesday 19th May, 2021**

## AGENDA

### 1. Election of Mayor for the Municipal Year 2021/22

To receive nominations for and elect to the office of Mayor of the Barnsley metropolitan Borough for the Municipal Year 2021/22.

### 2. Mayor's Declaration

To receive the declaration prescribed by law from the newly-elected Mayor.

### 3. Mayor's Response

The Mayor will respond to their appointment.

### 4. Election of Deputy Mayor for the Municipal Year 2021/22

To receive nominations for and elect to the office of Deputy Mayor for the Municipal Year 2021/22.

### 5. Deputy Mayor's Declaration

To receive the declaration prescribed by law from the newly appointed Deputy Mayor. The Chain of Office will be affixed at this stage.

### 6. Young Mayor of Barnsley

To note the appointment of a Young Mayor of Barnsley to represent young people of the Borough and to receive the declaration of that newly appointed Young Mayor.

### 7. Local Government and Public Involvement in Health Act 2007

Appointment of Cabinet Members, Cabinet Support Members and member Community Cohesion Champion

To note the appointment by the Leader, in accordance with the Local Government and Public Involvement in Health Act 2007, the following Cabinet Members,

## Cabinet Support Members and Member Community Cohesion Champion:-

<b>Portfolio</b>	<b>Cabinet Member</b>	<b>Cabinet Support Member</b>
Deputy Leader	Councillor Andrews BEM	-
Without Portfolio	Councillor Howard	Councillor Cherryholme
Core	Councillor Gardiner	Councillor Franklin
Adults and Communities	Councillor Platts	Councillor Eastwood
Children's Services	Councillor T. Cave	Councillor Tattersall
Place (Environment and Transportation)	Councillor Lamb	Councillor McCarthy
Place (Regeneration and Culture)	Councillor Cheetham	Councillor Frost

Member Community Cohesion Champion	Councillor Mitchell
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### 8. Appointment of Chair Persons of Area Councils

To note the appointment by the leader of the following Chairpersons of the Area Council's detailed:-

Central Area Council	Councillor Williams
Dearne Area Council	Councillor Noble
North Area Council	Councillor Leech
North East Area Council	Councillor Hayward
Penistone Area Council	Councillor Barnard
South Area Council	Councillor Markham

### 9. Allocation of Seats on the Overview and Scrutiny Committee and Regulatory Boards (Pages 13 - 16)

To receive a report of the Executive Director Core Services on the allocation of seats on the Overview and Scrutiny Committee and Regulatory Boards and the approve the changes in the titles of the three Overview and Scrutiny Workstreams.

### 10. Appointment of Overview and Scrutiny Committee

To receive nominations for and appoint to membership of the Overview and Scrutiny Committee for the ensuing Municipal Year:-

#### Overview and Scrutiny Committee

Proposed – Councillors Bowler, Bowser, Bruff, Cain, Clarke, Coates, K. Dyson, Ennis OBE, Felton, Fielding, Frost, Gollick, Green, Hand-Davis, Hayward, D. Higginbottom, Kitching, Lodge, Lowe-Flelo, Markham, McCarthy, Mitchell, Newing, Noble, Osborne, Pickering, Richardson, Smith, Stowe, Sumner, Tattersall, Wilson, Wraith MBE, and Wray, together with Co-opted Member Ms G

Carter.

Sustainable Barnsley Workstream (to be drawn from the membership of the Overview and Scrutiny Committee)

Proposed – Councillors Cain, K. Dyson, Ennis OBE, Frost, Gollick, Green, Hand-Davis, Hayward, Kitching, Richardson, Stowe and Wraith MBE.

Growing Barnsley Workstream (to be drawn from the membership of the Overview and Scrutiny Committee)

Proposed – Councillors Bowler, Coates, Ennis OBE, Felton, Fielding, Lodge, Markham, McCarthy, Noble, Osborne, Pickering and Sumner.

Healthy Barnsley Workstream (to be drawn from the membership of the Overview and Scrutiny Committee)

Proposed – Councillors Bowser, Bruff, Clarke, Ennis OBE, D. Higginbottom, Lowe-Fleelo, Mitchell, Newing, Smith, Tattersall, Wilson and Wray.

**11. Appointment of Chairpersons of the Overview and Scrutiny Committee, the Workstream Meetings and the Task and Finish Group Leads**

To receive nominations for the appointment of the Chairpersons of the Overview and Scrutiny Committee and the Task and Finish Group Leads.

	<b>Proposed Chairpersons</b>
Overview and Scrutiny Committee and Work Stream Committees	Councillor Ennis OBE
Task and Finish Group 1	Councillor Newing
Task and Finish Group 2	Councillor Hand-Davis
Task and Finish Group 3	Councillor Fielding

Note: the meetings of the Overview and Scrutiny Committee to consider the business of Workstreams will all be Chaired by the Chair of the Committee.

**12. Appointment of Regulatory Boards**

To receive nominations for and appoint to membership of the following Regulatory Boards for the ensuing Municipal Year:

Planning

Proposed – Councillors Cain, Coates, Crisp, Danforth, M. Dyson, Eastwood, Fielding, Franklin, Frost, Gillis, Greenhough, Hand-Davis, D. Higginbottom, Gollick, Leech, Lofts, Makinson, Markham, Mitchell, Noble, Richardson, Risebury, Smith, Spence, Tattersall and Wright.

General Licensing (15 Members of whom will form the Statutory Licensing Regulatory Board)

Proposed – Councillors Bowser, Bruff, Cherryholme, Clarke, Danforth, K. Dyson, Eastwood, Franklin, Green, Greenhough, J. Higginbottom, Hunt, Lodge, Markham, McCarthy, Newing, Osborne, Ramchandani, Shepherd, Spence, Stowe, Sumner, Tattersall, Wilson, Wraith MBE and Wray.

#### Statutory Licensing Regulatory Board

Proposed – Councillors Bowser, Cherryholme, Clarke, Danforth, K. Dyson, Green, Greenhough, Hunt, Markham, Newing, Osborne, Shepherd, Tattersall, Wilson and Wraith MBE.

#### Appeal, Awards and Standards

Proposed – Councillors Bowler, Bowser, Bruff, Cave, Cherryholme, Clarke, Crisp, K. Dyson, M. Dyson, Frost, Gillis, J. Higginbottom, Kitching, Leech, Lofts, Lowe-Flelo, Makinson, Mitchell, Noble, Pickering, Ramchandani, Shepherd, Spence, Stowe, Wilson and Wright – together with Mrs J Cairns and Mr D Waxman  
Independent persons for the purposes of the relevant provisions of the Local Government Act 2000 as amended by the Localism Act 2011 with regard to the investigation of ethical standards complaints.

### **13. Appointment of Chairpersons of Regulatory Boards**

To receive nominations for the appointment of Chairpersons to the following Regulatory Boards:

<b>Board</b>	<b>Proposed Chairperson</b>
Planning Regulatory	Councillor Richardson
General Licensing Regulatory	Councillor Green
Statutory Licensing Regulatory	Councillor Green
Appeals, Awards and Standards	Councillor Shepherd

### **14. Appointment of Audit Committee**

Proposed – Councillors Barnard, Hunt, Lofts and Richardson, together with Mrs K Armitage and Messrs S Gill, P Johnson and Mr M Marks (plus one vacancy).

### **15. Appointment of Chairperson and Vice Chairperson of the Audit Committee**

Proposed – Councillor Lofts (Chairperson) and one member from the independent co-opted members as the Vice-Chairperson.

### **16. Appointment of Joint Employees Consultative Committee**

Proposed – Councillors Andrews BEM, T. Cave, Cheetham, Gardiner, Sir Steve Houghton CBE, Howard, Kitching, Lamb and Platts.

### **17. Appointment of Member Development Working Party**

Proposed – Councillors Barnard, Bruff, A. Cave, Cherryholme, Eastwood, J.

Higginbottom, Howard, Lodge, Richardson, and Williams.

**18. Appointment of Fostering Panel**

Proposed – Councillor Hayward.

**19. Appointment of Corporate Parenting Panel**

Proposed – Cabinet Spokesperson and Cabinet Support Member for Children's Services together with Councillors Coates, Greenhough, Mitchell, Osborne, Risebury, Shepherd, Williams, and Wilson.

**20. Appointment of Adoption Panel**

Proposed – Councillor Newing.

**21. Appointment of Armed Forces Champion**

Proposed – Councillor Hayward.

**22. Constitution of the Ward Alliances, and Area Council, Appointment of Joint Authority Representatives and Appointments to Outside Bodies**

**(a) To confirm the constitution of the Ward Alliances and Area Councils as follows for the ensuing Municipal Year**

Ward Alliances\*

Each Ward Alliance to comprise all Members of the relevant Wards:

Central  
Cudworth  
Darfield  
Darton East  
Darton West  
Dearne North  
Dearne South  
Dodworth  
Hoyland Milton  
Kingstone  
Monk Bretton  
North East  
Old Town  
Penistone East  
Penistone West  
Rockingham  
Royston  
St Helen's  
Stairfoot  
Wombwell  
Worsbrough

\*Note: Ward Alliances also comprise Community Representatives.

### Area Councils

Each Area Council to comprise all Members from the relevant Wards based on the following groupings:

- **Central Area Council** – Central, Dodworth, Kingstone, Stairfoot and Worsbrough
- **Dearne Area Council** – Dearne North and Dearne South
- **North Area Council** – Darton East, Darton West, St Helen's and Old Town
- **North East Area Council** - Cudworth, Monk Bretton, North East and Royston
- **Penistone Area Council** – Penistone East and Penistone West
- **South Area Council** – Darfield, Hoyland Milton, Rockingham and Wombwell

### **(b) To receive nominations for persons to represent the Council on the following Joint Committees and Bodies for the ensuing year:**

#### South Yorkshire Fire and Rescue Authority

Proposed – Councillors Frost (Section 41) and Smith

#### South Yorkshire Pensions Authority

Proposed – Councillors Stowe (Section 41) and Wright

#### Sheffield City Region Combined Authority

Proposed – Leader and Deputy Leader (Substitute) with the Cabinet Spokesperson for Core Services (Rotational Member)

#### Sheffield City Region Business, Recovery and Growth Board

Proposed – Leader and Deputy Leader (Substitute)

#### Sheffield City Region Education, Skills and Employability Board

Proposed – Cabinet Spokesperson Place (Regeneration & Culture and Cabinet Support Member Place (Regeneration & Culture) (Substitute)

#### Sheffield City Region Housing and Infrastructure Board

Proposed – Cabinet Spokesperson Place (Regeneration & Culture and Cabinet Support Member Place (Regeneration & Culture) (Substitute)

Sheffield City Region Transport and the Environment Board

Proposed – Cabinet Spokesperson Place (Environment & Transport) and  
Cabinet Support Member Place (Environment & Transport) (Substitute)

Sheffield City Region Combined Authority Audit and Standards Committee

Proposed – Councillor Lofts and Councillor Richardson plus 2 x Substitute  
Vacancies

Sheffield City Region Combined Authority Overview and Scrutiny Committee

Proposed – Councillor Ennis and Councillor Newing plus 2 x Substitute  
Vacancies

**(c) To receive nominations for persons to represent the Council on the  
following Outside Bodies for the ensuing year:**

Barnsley Citizens Advice Bureau Trustee Board

Proposed – Councillor Hayward and Councillor Richardson (Substitute)

Barnsley Health and Wellbeing of Children in Care Forum

Proposed – Cabinet Support Member for Children's Services

Cooper Art Gallery

Proposed – Councillors Makinson, Richardson and Shepherd

Joint Advisory Committee for the South Yorkshire Archaeology Service

Proposed – Councillors Franklin and Richardson

Leeds City Region Advisory Partnership Committee

Proposed – Leader and Deputy Leader (Substitute)

Local Government Association General Assembly

Proposed – Leader, Deputy Leader, Cabinet Spokesperson without Portfolio  
and Councillor Hand-Davis

PATROL Adjudication Joint Committee

Proposed – Cabinet Spokesperson Place (Environment & Transport)

Safer Roads Partnership

Proposed – Councillor Leech

Yorkshire and Humber (Local Authorities) Employers Association

Proposed – Cabinet Spokesperson for Core Services

Rural Service Network – Rural Assembly

Proposed – Cabinet Spokesperson for Place (Regeneration and Culture) and Councillor Hand-Davis

Sheffield City Region Local Enterprise Partnership Board

Proposed – Leader and Deputy Leader (Substitute)

South Yorkshire Joint Advisory Committee on Archives Service

Proposed – Councillors Franklin and Richardson

South Yorkshire Police and Crime Panel

Proposed – Councillors Cherryholme and Pickering plus Councillor Tattersall (substitute)

South Yorkshire Sub Regional Migration Group

Proposed – Cabinet Spokesperson for Adults and Communities

South Yorkshire Trading Standards Committee

Proposed – Councillors Howard and Cheetham and Councillor Gardiner (Substitute)

Welcome to Yorkshire

Proposed – Cabinet Spokesperson Place (Regeneration & Culture)



Yorkshire Purchasing Organisation Management Committee

Proposed – Councillors Barnard and Gardiner

Yorkshire Purchasing Organisation Audit and Scrutiny Sub Committee

Proposed – Councillor Barnard

Yorkshire Purchasing Organisation JCC/Appointments Sub Committee

Proposed – Councillor Gardiner

Yorkshire Purchasing Organisation Procurement Holdings Ltd

Proposed – Councillor Gardiner

**(d) To receive nominations to fill vacancies on the following outside bodies:**

Association for Public Service Excellence

Proposed – Cabinet Spokesperson (Environment & Transport) and Cabinet Support Member (Environment & Transport)

Barnsley Children and Young People's Trust Executive Group

Proposed – Cabinet Spokesperson Children's Services

Barnsley Children's Safeguarding Board

Proposed – Cabinet Spokesperson Children's Services and Cabinet Support Member Children's Services

Barnsley Health and Wellbeing of Children in Care Forum

Proposed – Cabinet Spokesperson Children's Services

Barnsley Health of Children in Care Leaver's Steering Group

Proposed – Cabinet Spokesperson Children's Services

Barnsley Magistrates' Court Liquor Licensing Forum

Proposed – Chair of Licensing Board, 1 x Member of Licensing Board, 1 x

Scrutiny Commission Member and Deputy Leader

Barnsley Premier Leisure Board

Proposed – Cabinet Support Member Place (Environment & Transport)

Barnsley Safeguarding Adults Board

Proposed – Cabinet Spokesperson Adults and Communities and Cabinet Support Member Adults and Communities

Captain Allots Charity

Proposed – Leader, Deputy Leader, 3 Wombwell Ward Members and 3 Hoyland Milton Ward Members

Dodworth Miners Welfare Scheme

Proposed – Councillor Wright and Councillor Fielding

Friends of Locke Park

Proposed – Councillor Williams and Councillor Mitchell

Hazelhead Liaison Committee

Proposed – Penistone West Ward Members

Maurice Dobson Charity

Proposed – Darfield Ward Members

Regional Network for Lead Members of Children's Services

Proposed – Cabinet Spokesperson Children's Services and Cabinet Support Member Children's Services

South West Yorkshire Partnership NHS Foundation

Proposed - Cabinet Support Member Adults and Communities

Virtual School Governors

Proposed – Cabinet Spokesperson Children’s Services, Cabinet Support Member Children’s Services, Councillor Bowser, Councillor Lodge, Councillor Williams, Councillor Wilson plus 2 x Vacancies

Wombwell Town and Charities Trustees

Proposed – Wombwell Ward Members plus Mr J Cooper

Yorkshire Libraries and Information Committee

Proposed – Cabinet Support Member Adults and Communities

Yorkshire Regional Flood and Coastal Committee

Proposed – Cabinet Spokesperson Place (Environment & Transport) and Cabinet Support Member Place (Environment & Transport)

- 23.** Terms of Reference of the Full Council, Regulatory Boards and Committees and functions Delegated to Officers (*Pages 17 - 56*)

To approve the Terms of Reference, of the Full Council, Regulatory Boards and Committees and functions Delegated to Officers.

- 24.** Members' Code of Conduct (*Pages 57 - 72*)

To approve the reviewed and revised Members' Code of Conduct.

- 25.** Council Timetable 2021/22 (*Pages 73 - 144*)

- (a) To confirm the dates of the ordinary meetings of the Council for the Municipal Year 2021/22, all commencing at 10.00 am;
- (b) To agree that the next Annual Meeting of the Council will be held on Friday 20<sup>th</sup> May, 2022; and
- (c) To confirm the dates of the remaining meetings shown in the Council Calendar for 2021/22.



Sarah Norman  
Chief Executive

Tuesday 18<sup>th</sup> May, 2021

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# Item 9

## **BARNSELY METROPOLITAN BOROUGH COUNCIL**

### **Report of the Executive Director Core Services to Annual Council on 20<sup>th</sup> May 2021**

#### **Local Government and Housing Act 1989: Review of Allocation of Seats to Political Groups**

##### **1. Purpose of Report**

To enable the Council to review the allocation of seats on the Scrutiny Committee and Regulatory Boards as required by Section 15 of the Local Government and Housing Act 1989.

##### **2. Recommendations**

- 2.1 That the allocation of seats on the Scrutiny Committee and Regulatory Boards be reviewed in accordance with Section 15 of the Local Government and Housing Act 1989;**
- 2.2 That seats be allocated to Political Groups on the basis set out on Section 6 of the report.**
- 2.3 That the titles of the 3 Overview and Scrutiny Workstreams be amended to ‘Sustainable Barnsley’, ‘Growing Barnsley’, and ‘Healthy Barnsley’.**

##### **3. Background**

Section 15 of the Local Government and Housing Act 1989 requires the Council to review the allocation of seats on its ordinary committees (i.e. Overview and Scrutiny Committee and Regulatory Boards) at each Annual Council Meeting.

In accordance with the Local Government (Committees and Political Groups) Regulations 1990 the Proper Officer has been advised of the following Groups:

- Labour Group
- Liberal Democrat Group
- Conservative Group
- Barnsley Independent and Independent Group

##### **4. Current Position**

The composition of political groups on the Council is now as follows:

- Labour Group 49 Members
- Liberal Democrat Group 7 Members
- Conservative Group 3 Members
- Barnsley Independent and Independent Group 3 Members

1 Member has chosen not to join a political group.

## **5. The Relevant Principles**

- 5.1 Section 15 of the Local Government and Housing Act 1989 requires the allocation of seats on the Ordinary Committees of the Authority to be reviewed at each Annual Council Meeting. The “Ordinary Committees” of the Authority represent, in the case of Barnsley, the Overview and Scrutiny Committee, the Planning Regulatory Board, the General Licensing Regulatory Board and the Appeals, Awards and Standards Regulatory Board.
- 5.2 The legislation does not require the review of the allocation of seats to Political Groups on either the Cabinet, the Area Councils and Ward Alliances, nor on the Statutory Licensing Regulatory Board, or the Audit and Governance Committee.

These are not “Ordinary Committees” of the Authority. Appointments to Outside Bodies are also not affected by the legislation.

- 5.2 The following principles are applied in carrying out such a review in accordance with the legislation and the Council’s Constitution:
- (i) The majority of the seats on each body should be allocated to the Political Group with the majority on the Full Council.
  - (ii) Each Political Group should be represented on each relevant body.
  - (iii) Each Elected Member should serve on at least one Regulatory Board.
  - (iv) Subject to the above, as far as practicable, the number of seats on all of the Ordinary Committees of the Authority allocated to each Political Group must reflect the proportion of the representation of that Group on the Full Council.

## **6. Application of the Relevant Principles**

- 6.1 The following allocation reflects the above principles.

### **6.2 Allocation of Seats**

Applying the above principles would lead to the following allocation:

#### **6.2.1 Overview and Scrutiny Committee: 34 Members**

(Under the Council’s Constitution, the 12 Members of each of the Work Stream meetings are appointed from those Members appointed to the Overview and Scrutiny Committee)

In addition, due to the changes to the Council’s Corporate Plan (Cab.24.3.2021/9 refers), the titles of the 3 Overview and Scrutiny Committee Workstreams have been amended to reflect the new priorities.

The Overview and Scrutiny Committee will continue to meet in plenary mode, bringing all 34 Elected Members together, within which the 'Learning Barnsley' priority will be covered. Committee Members will also allocate time to the following 3 workstreams of: 'Sustainable Barnsley', 'Growing Barnsley'; and 'Healthy Barnsley'. As the 'Enabling Barnsley' theme cuts across all priorities, topics for this will be covered by either the full committee or any of the workstreams as appropriate'.

Labour Group 26  
Barnsley Independent and Independent Group 1  
Conservative Group 2  
Independent 1  
Liberal Democrat Group 4

6.2.3 Sustainable Barnsley Work Stream: 12 Members

Labour Group 10  
Conservative 1  
Liberal Democrat 1

6.2.4 Growing Barnsley Work Stream: 12 Members

Labour Group 9  
Barnsley Independent and Independent Group 1  
Independent 1  
Liberal Democrat Group 1

6.2.5 Healthy Barnsley Work Stream: 12 Members

Labour Group 9  
Conservative Group 1  
Liberal Democrat Group 2

6.2.6 Planning Regulatory Board: 26 Members

Labour Group 20  
Barnsley Independent and Independent Group 2  
Conservative Group 1  
Liberal Democrat Group 3

6.2.7 General Licensing Regulatory Board: 26 Members

Labour Group 20  
Barnsley Independent and Independent Group 1  
Conservative Group 1  
Independent 1  
Liberal Democrat Group 3

6.2.8 Appeals, Awards and Standards Regulatory Board: 26 Members

Labour Group 21  
Barnsley Independent and Independent Group 1  
Conservative Group 1  
Liberal Democrat Group 3

#### 6.2.9 Statutory Licensing Regulatory Board

The Licensing Act 2005 prescribes that the number of Members on a Local Authority Licensing Committee shall not exceed 15. Applying the principle of proportionality that is applied to the “regular” Committees gives rise to the following composition:

Labour Group 11  
Barnsley Independent and Independent Group 1  
Conservative Group 1  
Liberal Democrat Group 2

Under the Council’s Constitution, the 15 Members of the Statutory Licensing Regulatory Board are appointed from those Members appointed to the General Licensing Regulatory Board.

- 6.3 Items 10 and 12 on the Summons address the appointment of individual Members to the relevant Bodies. Nominations are to be proposed in respect of individual Members to be appointed to the relevant Bodies to reflect the above allocation.

**Officer Contact:** S Lal **Telephone No:** (01226) 773001 **Date:** May 2021



## **Terms of Reference of the full Council, Regulatory Boards and Committees and Functions Delegated to Officers**

### **Full Council**

The full Council will discharge the following functions, which may or may not be determined upon the receipt of recommendations from the Cabinet, unless otherwise stated:-

1. The approval of the financial and overall policy framework for the authority, and the making of such additional policy proposals as it deems appropriate from time to time.
2. The adoption, approval, or variation of plans, strategies, and policies of the Council upon recommendation of the Cabinet, which together constitute the authority's Policy Framework.
3. The Council's Constitution prepared in accordance with section 37 of the Local Government Act 2000, including the terms of reference and delegations in respect of non-executive functions, Standing Orders of the Council, financial regulations, the Code of Practice on Financial Regulations, the Procedure Rules for Contracts, the purchasing policy of the Council and its Code of Practice, and associated documents.
4. The appointment of the Leader of the Council on a four year term, in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007.
5. The annual appointment of the Mayor and Deputy Mayor, Regulatory Boards, the Audit and Governance Committee, Scrutiny Committees, and Area Councils. Council also appoints the Chairs of Regulatory Boards, the Audit and Governance Committee, and Scrutiny Committees.
6. The approval of the authority's statement of accounts, income and expenditure, and balance sheets.
7. The preparation and financing of an overall capital expenditure programme, and the review of or necessary adjustments to that programme as required.
8. The preparation and financing of an overall revenue expenditure programme, including the Housing Revenue Account, the adoption of a Council Tax or like tax and a review of or necessary adjustments to that programme as required, insofar as such adjustments may not be agreed by the Cabinet within the approved arrangements for the virement of expenditure.

9. The determination of the levels and pensionability of Elected Members' Allowances, upon receipt of a report from the Independent Members' Remuneration Panel established by the Council for such a purpose.
10. The formulation of financial regulations, including approval of virement limits.
11. The establishment of overall management and disposal policies for the Council's land and property assets.
12. The authorisation of applications to the Secretary of State for the transfer of housing stock out of Council ownership and of applications to the Secretary of State to join the annual disposals programmes and to transfer housing land.
13. Recommendations and / or reports made to the Cabinet from time to time by Area Councils, where these would involve a change in the policy and financial framework of the authority or have financial implications outside the approved budget.
14. Recommendations from the Cabinet on action proposed in response to reports from external statutory bodies (e.g. Ofsted, CQC, External Auditor, and in the cases of reports from the Local Government Ombudsman and from the Appeals, Awards, and Standards Regulatory Board), except where the external statutory body has a right of direct access to the Council (meeting as such) and chooses to exercise that right.
15. The distribution of non-Executive functions, powers, and duties of the Council, the establishment of new arrangements for the discharge of such functions and the delegation of powers and duties within committees, and for the cycle of meetings within the frequency established under the Council's approved Constitution.
16. All matters relating to the boundaries or status of the borough or the reform or reorganisation of local government, so far as the particular interests of the Council are affected.
17. The conferment of the title of honorary alderman or the admittance to be an honorary freeman.
18. The promotion of bills in Parliament by the Council or their support of, or opposition to, bills otherwise affecting the Council's interests.
19. The making, amendment, or revocation of byelaws available to the Council under legislation.
20. Electoral issues under the European Parliamentary Elections Act 1978 and the Representation of the Peoples Acts 1983 to 2000 requiring Council decisions and approval.

21. Matters relating to Parish Councils that require Council consent.
22. Periodic reports from the Cabinet on its operation and the “state of the borough”.
23. Matters relating to local government pensions.
24. Policy matters relating to the attendance of Council Members and officers at conferences and seminars.
25. The approval of special national and European policies and programmes.
26. The Council’s relations with other countries, including requests for assistance on further twinning.
27. The nomination or appointment of Members of the Council to outside bodies, unless the nomination is to a body dealing with functions within the purview of the executive.
28. To approve the Community Strategy, insofar as the Council is concerned, and the Corporate Plan, and any similar policy plans, strategies, or initiatives.
29. All policy plans and strategies and new proposals relating to partnerships with external agencies and local authority companies.
30. To confirm the appointment by the appropriate Appointment Panel of the Head of Paid Service.
31. To approve the designation of officers as the Council’s Chief Finance Officer (Local Government Act 1972, Section 151), Head of Paid Service (Local Government and Housing Act 1989, Section 4) and Monitoring Officer (Local Government and Housing Act 1989, Section 5).
32. To approve the annual pay policy statement for Council staff, in accordance with Sections 38 to 43 of the Localism Act 2011.
33. To approve the remuneration packages of new staff appointments where these exceed £100,000 per annum, or any other amount stipulated by the Secretary of State concerned.
34. Receipt of responses by the designated Council representatives on Joint Authorities to questions on the business of those Authorities.
35. The Code of Conduct for Members and the Code of Conduct for Officers on recommendation of the Appeals, Awards, and Standards Regulatory Board.

**Note: The Council has the responsibility for the determination and discharge of the above functions. In the case of matters that may be the subject of Cabinet recommendations, the Scrutiny Committees may exercise the right to refer these back to the Cabinet once only.**

## **Delegations to Officers from the full Council**

### **A. General Provisions**

1. The Officer Delegations from Council are to be read in conjunction with Financial Regulations, the Contract Procedure Rules, and the Purchasing Policy of the Council and its Codes of Practice, in which will be found certain other specific delegated powers, and which may limit or qualify the powers conferred by this document.
2. For the purposes of this document, 'the Council' refers to non-executive powers exercised by the full Council, and 'committees' refers to bodies designated as such under the Local Government Acts 1972 and 2000, namely the Regulatory Boards, the Audit and Governance Committee, the Appeals, Awards, and Standards Regulatory Board, the Area Councils, and Overview and Scrutiny Committee(s), acting collectively or through officers acting under delegated powers conferred on them by this document. The executive powers of the Barnsley MBC are exercised by the Cabinet, Cabinet Spokespersons and officers and are detailed in other documents of the Constitution.
3. The exercise by officers of the Council in accordance with the Non-Executive powers conferred by the Local Government Act 1972 and Local Government Act 2000 and within the following Delegations is subject to:-
  - (a) Save in the cases of urgency referred to in paragraphs 16, 17 and 18, expenditure or income being within the approved estimates, approved arrangements for the virement of expenditure by the Executive and Council policy framework or having received the prior approval of the Council;
  - (b) Full consultation with the Executive Director, Core Services in matters involving legal considerations or where court proceedings are or may be involved; and
  - (c) All purchases, sales, leases or appropriations of land, not being transactions within the terms of sub-paragraph (a) above or the subject of delegations to the Executive Director, Core Services / Corporate Assets Manager, receiving the consent of the Council where such transactions are reserved to the Council for approval.
4. Where the same power referred to in this document as exercisable by the Council, a 'committee' or an officer, it shall be exercised at the lowest level (e.g. officer level) but no delegation shall preclude the reference of matters to the Council or a 'committee' as applicable for a decision nor preclude

the exercise of any powers within their competence by the Council, except where action has already been taken in the exercise of a power referred to in this document.

5. In accordance with section 101 of the Local Government 2000 and any order made thereunder the Council will indemnify officers and Members acting bona fide in the exercise of the functions of the Council in any case where proceedings may be taken against them in respect of acts done by them in discharge or purported discharge of functions delegated to them.
6. Reference in this document to an officer in relation to the exercise of powers shall, unless statute precludes, be deemed to include any employee of the Council and his/her deputy or any other officer or employee authorised by him/her to act in cases where the officer or employee concerned is not available to act provided that where services are provided under the terms of a contract won in competition this power shall only be exercised by the Employer's Representative or his/her representative, or by some person to whom he/she has delegated that power.
7. References herein to any enactment shall be deemed to include any statutory provisions which may from time to time replace, amend or extend the provisions of that enactment and any orders, directions, regulations, code or bylaws made thereunder and any ministerial circulars or advice notes relating thereto.
8. In urgent matters, and subject to subsequent report to the Council or a 'committee' for a decision for future reference, the Monitoring Officer shall resolve any doubt as to the appropriate decision-making route through which the same shall be referred for action.
9. The Scheme of Delegations does not derogate from the functions of the Chief Executive and Executive Directors in respect of the day to day management of their services or the disposition or direction of employees within their respective Directorates, Business Units, Departments and Divisions.
10. The Chief Executive and Executive Directors are authorised to exercise, concurrently, all powers delegated from time to time to relevant Service Directors within their Directorate except where limitations of statute prevent their exercise.
11. The Chief Executive, Executive Directors and Service Directors respectively are authorised in consultation with the Service Director, Business Improvement, Human Resources and Communications to approve appropriate payments under the Market Supplements, Recruitment and Retention Policy.

12. The Service Director, Business Improvement, Human Resources and Communications is authorised to approve restructurings resulting in changes to the grades, duties and numbers of posts or staff where the cost in any one year does not exceed £250,000 and the sum(s) can be contained within the cash limited budget for the service concerned for current and future years on receipt of a report from the Executive Director or Service Director in question.
13. The Service Director, Business Improvement, Human Resources and Communications is authorised to approve, in consultation with the Cabinet Spokesperson for Core Services, the incurring of costs arising to the Council in relation to Selective Voluntary Early retirement or retirement in the efficiency of the service or the exercise of the Council's discretionary powers under the Local Government Pension Scheme Regulations 2013 in accordance with the relevant policies of the Council where the cost in respect of any particular business case does not exceed £250,000.
14. The Chief Executive, Executive Directors and Service Directors are authorised to appoint officers on JNC Terms and Conditions of Employment within the relevant Directorate or Business Unit, provided that such posts are on previously agreed grades and establishments and subject to such other approvals and procedures as are in force from time to time.
15. The appointment of all staff not appointed in accordance with specific delegated authority contained elsewhere in these Delegations or the Constitution shall be carried out by Appointments Panels constituted in accordance with procedures approved from time to time by the Council.
16. The Chief Executive, Executive Directors and Service Directors respectively are authorised, in compliance with Council policies and procedures in force from time to time:-
  - (a) to approve special leave of absence up to five days, with or without pay;
  - (b) to determine applications under the Annual Leave Purchase Scheme
  - (c) to authorise leave of absence for attendance at vocational conferences and courses and at post-entry training courses and seminars
  - (d) to approve car and motor cycle user allowances;
  - (e) to decide the eligibility of employees to receive payment:
    - (i) of telephone and / or fax charges;

- (ii) for temporarily undertaking additional duties and responsibilities where provided for in the conditions of service;
  - (iii) in accordance with the Ex-gratia Payment Scheme, such maximum sum to be determined by the Service Director, Business Improvement, Human Resources and Communications and the Service Director, Finance, which is currently up to £500
  - (iv) in accordance with the Removal and Disturbance Scheme
  - (f) to take action, including dismissal, against an employee in accordance with the Council's Disciplinary, Performance in Employment (Capability) and Incapacity due to Sickness or Industrial Injury Procedures;
  - (g) to determine the award of facilities to employees to undertake post-entry training;
  - (h) to approve work breaks and secondments for employees in accordance with the scheme and procedures approved by the Council.
17. The Chief Executive, Executive Directors and Service Directors in consultation with the Service Director, Business Improvement, Human Resources and Communications are authorised as follows:-
- (a) to determine matters relating to the acceleration of increments where not provided for in the Conditions of Service;
  - (b) to determine questions relating to payments to employees temporarily undertaking additional duties where not specifically provided for in the conditions of service or established grading structures;
  - (c) to approve special leave of absence over five days, with or without pay;
  - (d) to extend sick pay, where the application is supported by a medical report of the Council's Medical Referee.
18. The Executive Director, Core Services is authorised to commence legal proceedings whether civil or criminal as they deems appropriate under any statutory provisions within the powers and duties of the Council, whether or not such powers and duties are exercisable by the Council, a 'Committee' or 'Sub-Committee' or officer, in consultation with the Chief Executive or relevant Executive Director or Service Director.

19. The Chief Executive, Executive Directors and Service Directors respectively are empowered, after consultation with the Leader and Deputy Leader of the Cabinet (or either of them if the other is not reasonably available) and the Chair of the relevant Regulatory Board (or the Vice-Chair if the Chair not reasonably available) to take or authorise any action on any matter which they consider cannot await a meeting of the Regulatory Board in question, provided that such action shall be reported for information to the next available meeting of the Regulatory Board.
20. Where any action or matter is to be considered which is contrary to or would require a variation to the Council's Budget (except for virement between budget heads within prescribed limits) and/or Policy Framework as defined within paragraph 1 of the matters reserved for Council but requires a decision before the next scheduled meeting of the Full Council, such a decision may be taken by the Cabinet, if it is impractical to convene a quorate meeting of the Full Council in the time available before a decision must be made, subject to the responsible Officer consulting the Chairman of the relevant Scrutiny Committee, or in his/her absence the Mayor or the Deputy Mayor, and reporting the outcome of this consultation at the relevant Cabinet meeting. Any decision so taken will be reported to the next ordinary meeting of the full Council.
21. Where any action or matter is within the purview of full Council, other than described at paragraphs 18 and 19 above, but requires a decision before the next scheduled meeting, the relevant Chief Executive, Executive Directors and Service Directors are empowered to taken such a decision, if it is impractical to convene a quorate meeting of the full Council in the time available before a decision must be made, and subject to the responsible Officer consulting the Chairman and / or Vice- Chairman of Cabinet and the Chair of the Overview and Scrutiny Committee, or in his/her absence the Mayor or the Deputy Mayor. Any decision so taken will be reported to the next ordinary meeting of the full Council.
22. The Executive Director, Core Services is authorised to negotiate, conclude and execute on behalf of the Authority any document or agreement required to give effect to any decision taken by or on behalf of the Council or a 'committee', whether or not that decision specifically records such an authorisation, provided that where expenditure is authorised under paragraph 11 above, any documentation giving effect to that expenditure may be entered into by the officer incurring the expenditure.
23. For the avoidance of doubt, where a power or duty or authority is exercisable by an officer within these Delegations, that officer is hereby given authority to further delegate any such power, duty or authority to any other officer he may nominate, in the interests of the Council or for the better performance of any such power, duty or authority.



## **B. Delegations to Specific Officers**

### **1. Chief Executive**

- (a) To undertake the duties of the Head of the Paid Service in accordance with section 4 of the Local Government and Housing Act 1989.
- (b) To undertake the duties of Proper Officer for the purposes of Part I of the Local Government and Housing Act 1989 other than those which are the responsibility of the Monitoring Officer.
- (c) To take all such action as he / she considers appropriate in any emergency (as defined by the Chief Executive) in consultation with such Members and officers as he considers the circumstances will allow, subject to report to Members on action taken.
- (d) To undertake the duties of Proper Officer for the exercise of functions under section 83 of the Local Government Act 1972 (Declarations of Acceptance of Office).
- (e) To exercise the functions and duties of the Local Returning Officer and Electoral Registration Officer under the Representation of the People Acts 1983 - 2000.

### **2. Executive Director, Core Services**

- (a) To undertake the duties of Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act, 1989 and the relevant provisions of Part III of the Local Government Act 2000.
- (b) In consultation with the Mayor, to grant permission for the use of the Council Coat of Arms.
- (c) In consultation with the Mayor, to take all such action as the Director may deem appropriate for the promotion and protection of the mayoralty and the image of the Borough.

## **Appeals, Awards and Standards Regulatory Board**

- (a) To exercise the functions of the Council in relation to the hearing and determination of any appeal, admission or award in respect of which the Council is vested with the responsibility of deciding the outcome either finally or as part of an appeals mechanism.
- (b) To consider matters about the standard of behaviour of Elected Members of the Council and investigate complaints about whether or not they comply with the Code of Conduct.

Appeals Panels will carry out their business in accordance with the relevant statutory provisions governing the matter the subject of the appeal

**Guidance Notes on Council Membership of Panels of the Appeals, Admissions and Awards Regulatory Board are enclosed as an Appendix to the Constitution**

## **Delegations to Officers from the Appeals, Awards and Standards Regulatory Board**

### **1. Executive Director, Core Services**

- (a) To determine the composition of any panels being selected from the Board, in consultation with the Chairperson of the Board and in accordance with the relevant statutory provisions governing the matter the subject of the appeal
- (b) To determine whether or not a complaint under the Ethical Standard Framework and Member Code of Conduct should be investigated, following consultation with the Independent Person, and to make arrangements for any complaint to be investigated accordingly.
- (c) To determine applications for dispensations from the Code of Conduct where the number of Members otherwise precluded from taking part in a decision would impede the conduct of business or interfere with the political balance of the decision making body, following consultation with the Independent Person.

## **Appointment Panels**

To exercise the functions of the Council in respect of the interviewing and appointment of the Chief Executive and, Executive Directors, in accordance with Regulations made under the Local Government and Housing Act 1989.

Appointment Panels to appoint the Chief Executive and Deputy Chief Executive will comprise the Leader of the Council (as Chairperson of the Panel) and all other Cabinet Members and such other members of the Council as is necessary to achieve political proportionality.

Appointment Panels to appoint other officers will comprise the relevant Cabinet Spokesperson (as Chairperson), the Cabinet Support Member to that Spokesperson, two other Cabinet members, and such other members of the Council as is necessary to achieve political proportionality but including the chairperson of the relevant Overview and Scrutiny Committee.

Any appointment made by the Panel to the post of Head of Paid Service (currently the Chief Executive) must be reported to the full Council for confirmation. Any other appointments made will be subject to consultation with Cabinet Members prior to confirmation in line with the requirements of mandatory standing orders.

In exceptional cases where it is necessary to hold a disciplinary hearing in respect of any member of the Senior Management Team, a Panel would be constituted on a similar basis. In the case of the Head of the Paid Service, Monitoring Officer and Chief Financial Officer the formal provisions of the Local Government (Standing Orders) Regulations 1993 which require any such Panel to have regard to the recommendation of an Independent Person also apply.

## **Delegations to Officers in respect of Appointment Panels**

### **1. Executive Director, Core Services**

- (a) To determine the composition of any Appointment Panel, in line with the requirements set out above, in consultation with the Chairperson of the Panel.

## Planning Regulatory Board

Within the overall policy framework approved by the Council to exercise the functions of the Council (with exceptions relating to preparation of the Local Development Framework, supplementary planning guidance, designation of conservation areas, areas of archaeological interest and nature reserves, removal of permitted development rights through Article 4 Directions and making compulsory purchase orders which are the responsibility of the Executive) in relation to:-

All matters of town and country planning regarding development control and related regulatory functions, including the making of appropriate statutory orders, public rights of way; minerals and waste disposal planning and control; building control matters; matters connected with the safety of sports grounds; supervision of all land subject to reclamation for the time being owned by the Council; and, in particular, but without prejudice to the generality of the foregoing:-

1. The Town and Country Planning Acts and any statutory instruments, Planning Policy Guidance Notes, Mineral Planning Guidance Notes, and other Guidance Notes issued from time to time, bylaws, regulations etc., made thereunder (subject to sections 182 and 193 of and Schedule 16 to the Local Government Act 1972).
2. The Planning and Compensation Act 1991. Parts IX, X, XIV and XVIII of the Local Government Planning and Land Act 1980, together with the relevant Schedules.
3. The Building Act 1984 and regulations made thereunder, including the Building Regulations 2010, other than those parts that are the responsibility of the Executive.
4. The provisions of the South Yorkshire Act 1980, sections 15, 34, 36, 37, 39, 45, 46, 53, 55, 57, 58 and 59. Section 23, 24, 25, 26, 29 and 33 of the Local Government (Miscellaneous Provisions) Act 1982.
5. The naming and renaming of streets and the numbering and renumbering of properties.
6. Precautions to be taken during the construction of buildings.
7. The Planning (Listed Buildings and Conservation Areas) Act 1990.
8. The Planning (Hazardous Substances) Act 1990.
9. The Wildlife and Countryside Act 1981 (as amended) where applicable to the regulatory function
10. The Rights of Way Act 1990 and the Cycle Tracks Act 1984.

11. The Highways Act 1980 and the Road Traffic Regulation Act 1984 in relation to footpaths and bridleways and other identified functions that are not the responsibility of the Executive.
12. The Safety of Sports Grounds Act 1975, the Fire Safety and Safety of Places of Sport Act 1987 and the Regulatory Reform (Fire Safety) Order 2005 (in respect of designated sports grounds and regulated stands only).
13. The Pipelines Act 1962, the Local Authorities (Historic Buildings) Act 1962, the Ancient Monuments and Archaeological Areas Act 1979 and the Land Compensation Act 1961, so far as relevant to town and country planning.
14. The Mines and Quarries Act 1954, the Mines and Quarries (Tips) Act 1969, and the Mineral Workings Act 1985.
15. The National Parks and Access to the Countryside Act 1949 where applicable to the regulatory function and the Caravan Sites and Control of Development Act 1960 (as amended).
16. Forestry Commission consultations on relevant forestry matters.
17. Matters relating to dangerous structures covered by the Building Act 1984.
18. Matters relating to the environment and to sustainable development as applied by Circulars, Planning Policy Guidance Notes, European Union legislation, the relevant parts of the Environmental Protection Act 1990 and associated legislation where relevant to the regulatory function.
19. The forward planning and control of waste disposal sites and facilities in respect of planning legislation powers where relevant to the regulatory function.

**Planning applications in respect of land or property in the Borough which is in the area of the Peak Park Planning Board should be submitted direct to that Board.**

**Arrangements for the Public to address the Planning Regulatory Board are set out in an Appendix to the Constitution.**

## **Delegations to Officers from the Planning Regulatory Board**

### **1. Executive Director, Core Services**

- (a) The service of notices under the Building Act 1984 requiring the repair or demolition of ruinous and dilapidated buildings and clearing of sites following demolition.
- (b) The issue, replacement, amendment, suspension or revocation of a General Safety Certificate and the service of Prohibition Notices under the Safety of Sports Grounds Act 1975.

- (c) The service of Notices under section 36 of the Building Act 1984.
- (d) The service of notices under Part II of the Mines and Quarries (Tips) Act 1969.

**2. Executive Director, Core Services in consultation with the Head of Highways and Engineering**

- (a) Enforcement action for damaging the highway under sections 131 and 136 of the Highways Act 1980.
- (b) Enforcement action for the erection of buildings etc., in the highway under section 138 of the Highways Act 1980.
- (c) Enforcement action for the removal of builders' skips under section 140 of the Highways Act 1980.
- (d) Enforcement action to restrict planting of trees etc., in or near a carriageway under section 141 of the Highways Act 1980.
- (e) Enforcement action in connection with depositing things or Pitching booths etc., on highways under section 148 of the Highways Act 1980.
- (f) Enforcement action to prevent danger or annoyance to users of highways and streets under sections 161 and 162 of the Highways Act 1980.
- (g) Enforcement action to control mixing of mortar etc., on highways under section 170 of the Highways Act 1980.
- (h) Enforcement action to ensure hoardings are securely erected under section 173 of the Highways Act 1980.
- (i) Enforcement action in connection with precautions taken by persons executing street works under section 174 of the Highways Act 1980.
- (j) The prosecution of persons who fail to pay or secure advance payment deposits under section 219 of the Highways Act 1980.
- (k) The making and advertising of Orders under section 21 of the Town Police Clauses Act 1847 or section 16A of the Road Traffic Regulation Act 1984 for the purpose of appropriate events in highways.
- (l) The temporary closure of public rights of way under the Road Traffic Regulation Act 1984.

**3. Executive Director, Core Services in consultation with the Service Director Regeneration and Culture and / or Head of Planning and Building Control, as appropriate**

- (a) To respond to all appeals against decisions on applications for planning permissions and consents to advertisements and against enforcement notices.
- (b) To confirm unopposed Tree Preservation Orders and, in urgent cases (as determined by the Executive Director Core Services) the making of Tree Preservation Orders.
- (c) The service of Breach of Condition and Enforcement Notices under section 187A of the Town and Country Planning Act 1990.

**4. Head of Highways and Engineering**

- (a) To administer the provisions of the New Roads and Street Works Act 1991 as respects Streets, Street Works and Undertakers.
- (b) Protection of the rights of the public to use a highway under section 130 of the Highways Act 1980.
- (c) To control the placing of builders' skips on highways under section 139 of the Highways Act 1980.
- (d) To take enforcement action considered necessary in pursuance of the Council's duty to protect the rights of the public to the use of public highways and / or public rights of way as prescribed in the Highways Act 1980.
- (e) The enforcement of legislation on obstruction to public rights of way under sections 134 and 137 of the Highways Act 1980 as amended by the Rights of Way Act 1990.
- (f) The granting of consent for licensed obstructions (e.g. gates, stiles, etc.) under the Highways Act 1980.
- (g) To accept dedications of public rights of way under section 25 of the Highways Act 1980 subject to consultation with user groups, Local Members and, where appropriate, parish councils.
- (h) To approve or refuse any proposal to divert, create or stop up a public right of way under the Highways Act 1980 or Town and Country Planning Act 1990, following consultations with user groups, Ward Members and, where applicable, Parish Councils, except where:
  - A Member of the Council requests that the proposal be considered by the Planning Regulatory Board.

- The Head of Highways and Engineering is of the opinion that the issues raised should be considered by the Planning Regulatory Board..
- (i) To determine whether the Definitive Map and Statement should be modified following the discovery of relevant evidence.
- (j) To enter into permissive path agreements under Section 39(1) of the Wildlife and Countryside Act 1981.
- (k) To accept deposits made under section 31(6) of the Highways Act 1980.
- (l) To grant consent to planting in the highway by individuals under section 142 of the Highways Act 1980.
- (m) To control the erection of scaffolding on the highway under section 169 of the Highways Act 1980.
- (n) To control the deposit of building materials and the making of excavations in the highway under section 171 of the Highways Act 1980.
- (o) To control the erection of hoardings adjacent to the highway under section 172 of the Highways Act 1980.
- (p) To regulate the placing of cables, pipes, wires etc. over highways under section 178 of the Highways Act 1980.
- (p) To regulate the construction of cellars under highways under section 179 of the Highways Act 1980.
- (r) To regulate the construction of openings into cellars under streets under section 180 of the Highways Act 1980.
- (s) To grant consent to the placing of private apparatus within the highway under sections 50 of the New Roads and Street Works Act 1991.
- (t) To serve notice of intended demolition under section 80 of the Building Act 1984.
- (u) To serve notice about demolition under section 81 of the Building Act 1984.
- (v) To serve notice under section 81 and section 82 of the Building Act 1984.
- (w) Appeal against notice under section 81 and section 82 of the Building Act 1984.
- (x) Content and enforcement of notice requiring works under section 99 of the Building Act 1984.



- (y) Appeal against notice requiring works under section 102 of the Building Act 1984.
- (z) To determine applications for modifications to the Definitive Map and Statement of Public Rights of Way

## **5. Executive Director Place**

- (a) To grant permission for provision etc of services, amenities, recreation and refreshment facilities on the highway under Section 115 of the Highways Act 1980

## **6. Head of Planning and Building Control**

- (a) To approve under the Building Regulations any application which complies in all respects with the requirements of the Regulations.
- (b) To refuse applications under the Building Regulations which would otherwise be approved by default through absence of a decision within the prescribed period.
- (c) In consultation with the Service Director, Finance, to make recommendations to the Place (Regeneration and Culture) Cabinet Spokesperson for the variation of the standard scales of Building Regulation Fees in the Local Government Model Scheme by plus or minus 10% in appropriate cases.
- (d) To carry out appropriate inspections on site to ensure compliance with Building Regulations.
- (e) To approve the numbering of properties.
- (f) The exercise of precautions during the construction of buildings and temporary structures.
- (g) To determine planning applications in the following categories in line with the conditions indicated, subject to the note below:-
  - (i) all applications for development, including outline, reserved matters and full applications;
  - (ii) any application submitted in compliance with relevant planning policy or supplementary planning guidance (SPG), including the refusal of any application which is contrary to planning policy or SPG;

- (iii) any matters reserved by general conditions of planning permission, for example: details of materials, drainage etc. and the discharge of conditions following the completion of development;
- (iv) any applications under Section 73 of the Town and Country Planning Act 1990 to develop land without compliance with planning conditions previously attached to planning permissions;
- (v) to decline / determine repeat applications in accordance with Section 70A of the Town and Country Planning Act 1990;
- (vi) any requests for minor alterations to existing planning permissions that do not alter the nature of the development or permission, for example the amendment of the design of a window or materials;
- (vii) to determine the need for and content of Environmental Statements in relation to Environmental Impact Assessments (EIAs) (scoping and screening opinions);
- (viii) to deal with notifications under the Town and Country Planning General Permitted Development Order 1995 as amended relating to all matters under the prior notification procedure;
- (ix) to determine applications for Listed Building Consent, except those relating to Grade I or II\* Listed Buildings or where demolition is involved, and for Conservation Area consent;
- (x) to serve Building Preservation Notices under Section 3 of the Planning (Listed Buildings and Conservation Areas) Act 1990;
- (xi) to serve Notices under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990, informing the owner of a Listed Building that the authority intends to carry out works urgently necessary to preserve the building;
- (xii) to enter land and execute works which appear necessary under Section 55 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for the recovery of expenses incurred by the authority in carrying out works pursuant to Section 54 of the Act, and, in the event of non-payment, the institution of legal proceedings to recover those expenses;
- (xiii) to determine any application in respect of the display of Advertisements in accordance with Policy and Supplementary Planning Guidance;
- (xiv) to determine any application in respect of Minerals and Waste Disposal / Transfer / Recycling in relation to the modification or removal of conditions where the substance of the permission

- remains unchanged, or the review of mineral working permissions, or for any ancillary and additional developments within a quarry or waste management facility, where this is in line with council policies;
- (xv) to determine any applications for the felling of trees or any other works to trees subject to Tree Preservation Orders or Conservation Area Regulations, in line with specialist advice from the Council's Tree Officer;
  - (xvi) to determine applications for Certificates of Lawfulness of existing or proposed use or development, subject to the agreement of the Executive Director Core Services;
  - (xvii) to respond to consultations for adjacent authorities or Government Departments where the Council's interests are not prejudiced;
  - (xviii) to approve or refuse any proposal for Street Naming, subject to the agreement of Local Members and consultation with the relevant Parish Council;

**Note** Applications where any of the following apply shall be excluded from approval under the above delegations:

- (i) Any application where a Member of the Council raises material planning considerations that ought to be considered by the Planning Regulatory Board;
- (ii) Any application which requires a Section 106 agreement or a planning obligation;
- (iii) Any large scale major application (that is, of 50 or more dwellings, of 5,000 or more square metres in the case of other developments or on sites of more than 5 hectares), a significant town centre development scheme or applications requiring an Environmental Statement;
- (iv) Any application where the Council itself is the applicant;
- (v) Any application submitted by a Member of the Council or an Officer employed in the Regeneration and Culture Business Unit
- (iv) Any application where the Head of Planning and Building Control considers the issues raised should be properly addressed by the Planning Regulatory Board;
- (v) Any major application (that is, of 10 or more dwellings, more than 1,000 square metres of development or a site area in excess of 0.5 hectares) where a member of the public has submitted written

representations and requested to speak at the Planning Regulatory Board.

- (h) To determine proposals submitted under the Hedgerow Regulations and to serve hedgerow retention notices where appropriate.
- (i) To approve any applications made under sections 34, 39, 45, 53, 55, 57 and 59 of the South Yorkshire Act 1980 which comply in all respects with the requirements of those sections.
- (j) To refuse applications made under any of the aforesaid sections of the South Yorkshire Act 1980 which would otherwise be approved by default through absence of a decision within the prescribed period.
- (k) To exercise the Council's powers and functions under Part 7 of the Town and Country Planning Act 1990 (enforcement), and section 330 (but excluding sections 191 to 196 relating to certificates of lawfulness of existing or proposed development or use)
- (l) To exercise the Council's powers and functions under Sections 215 to 219 (proper maintenance of land) and 225 (removal of advertisements and posters) of the Town and Country Planning Act 1990
- (m) To undertake enforcement action in relation to sections 220 and 224 of the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) (England) Regulations 2007
- (n) To undertake enforcement in respect of specific conditions relating to listed buildings and conservation areas under Part 1, Chapter 2, Section 9 and Chapter 4, Part 3, Sections 88, 88a and 88b of the Listed Buildings and Conservation Areas Act 1990
- (o) To decide a complaint and serve, withdraw or enforce a High Hedge Remedial Notice under Part 8 of the Anti-Social Behaviour Act 2003
- (p) In consultation with Yorkshire Water the granting of consent to building over sewers.
- (q) In consultation with the Executive Director Core Services, to take all relevant enforcement action under sections 35 and 36 of the Building Act 1984 and in respect of breaches of Building Regulations in force from time to time.
- (r) To deal with any matters related to safety under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987, including the issue and service of prohibition notices.

- (s) To advise appropriate licensing bodies in respect of applications received under various licensing legislation on matters relating to Building Regulations or other safety issues.
- (t) In consultation with the Head of Highways and Engineering on Road Safety and Highway issues, and on notification to the relevant local Ward Members, to grant consent for the erection of telephone kiosks within the highway.
- (u) In consultation with the Chairperson of the Planning Regulatory Board, to determine submissions of development details in Enterprise Zones in respect of which approval is not granted under the scheme, but in accordance with the overall requirements of the planning schemes.
- (v) To determine submissions relating to Agriculture or Forestry Development made under the prior notification procedure pursuant to the Town and Country Planning General Development Order 1995 (as amended).
- (w) In consultation with the Chairperson of the Planning Regulatory Board to respond to Forestry Authority consultations, such responses being reported to the next meeting of the Board.

## General Licensing Regulatory Board

Subject to:

- the overall policy framework of the Council; and
- having regard to the Council's safeguarding arrangements and duties and particularly in relation to the prevention of Child Sexual Exploitation;

to exercise the functions of the Council in relation to:-

1. In respect of hackney carriage and private hire licences:-
  - a. To determine licence applications which have not been determined by the Service Director Legal Services pursuant to their delegated powers, where consideration by the Sub-Committee is not appropriate.
  - b. To receive reports for information on the suspension and revocation of licences and also to suspend and/or revoke licences where adverse reports have been received in those instances where the Service Director Legal Services has referred the matter to the Board for a decision as to whether disciplinary action would be appropriate.
  - c. To receive, at regular intervals, a report of all licences issued, renewed, or refused.
  - d. To receive an annual report of all hackney carriage and private hire licences issued or renewed where the vehicle in question is over the age of five years.
  - e. To receive periodic reports of the Service Director Legal Services on random inspections carried out.
  - f. To vary, amend or revoke the standard conditions of hackney carriage or private hire operators, vehicle and drivers' licences.
  - g. To determine the fees payable for the issue and renewal of hackney carriage and private hire licences (including inspections), subject to the consideration of any policy aspects by Cabinet and / or full Council as appropriate.
  - h. To determine the hackney carriage tariff from time to time, subject to the consideration of any policy aspects by Cabinet and / or full Council as appropriate.
  - i. After consultation with the Head of Highways and Engineering to approve the siting or relocation or removal of hackney carriage ranks and to authorize the appropriate statutory notices.

2. In relation to amusements with prizes permits and licences, betting track licences, sex establishments and house to house collections etc:-
  - a. To grant and renew licences and permits on recommendations from the appropriate officers and outside bodies and to impose conditions, except for the renewal of Sex Shop licences where officers have delegated powers in the circumstances referred to at 2(h) below.
  - b. To vary the conditions attached to an existing licence.
  - c. To determine the licence fee payable in respect of sex establishments.
  - d. To vary, amend or revoke the standard conditions imposed upon the grant of amusements with prizes permits and licences.
  - e. To receive reports on applications for permits for small lotteries where adverse comments have been received from the police and to determine the application.
3. To determine, where there is discretion, the amount to be charged for such approvals, licences, permits or registrations falling within the remit of the Board, subject to the consideration of any policy aspects by Cabinet and / or full Council as appropriate.
4. To receive reports on applications for permits for house to house collections and street collections where adverse reports are received and to determine the application.
5. To determine appeals received in respect of the refusal of applications for the registration of premises for civil marriages.

### **General Licensing Sub-Committee**

1. To determine hackney carriage and private hire licence applications which have not been determined by the Service Director Legal Services pursuant to their delegated powers.
2. To suspend and / or revoke hackney carriage and private hire licences where adverse reports have been received in those instances where the Service Director Legal Services has referred the matter to the Board for a decision as to whether disciplinary action would be appropriate.
3. To determine appeals against the suspension or revocation of hackney carriage or private hire operators, vehicle and drivers' licences.
4. To determine applications for or suspension / revocation of licences or appeals against suspension or revocation of licenses falling within the remit of the General Licensing Regulatory Board when referred to it for a decision by the Service Director Legal Services.

**The General Licensing Sub-Committee is comprised of any 3 Members of the General Licensing Regulatory Board**

## **Delegations to Officers from the General Licensing Regulatory Board**

### **1. Executive Director, Core Services**

- (a) To receive and administer the registration of charities including those under the War Charities Act 1940 and the National Assistance Act 1948.

### **2. Service Director Customer Information and Digital Services**

- (a) As Proper Officer for Registration, to approve those applications for approval of premises for civil marriages which comply with the standard conditions and to refuse those which do not, and to determine as to whether or not premises are seemly and dignified.

### **3. Head of Service Customer Support and Development**

- (a) To act as the Representative of the Proper Officer for Registration, as appropriate.

### **4. Service Director Legal Services**

- (a) To exercise the Council's powers in relation to the Licensing aspects of the following legislation:
- Caravan Sites and Control of Development Act 1960
  - Celluloid and Cinematograph Act 1922
  - Children and Young Persons Act 1933
  - The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020
  - Food Safety Act 1990
  - Health Protection (Coronavirus Restrictions) (England) Regulations 2020
  - Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020
  - The Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 (2020 No 1374)
  - Housing Act 1985 (Parts 9 and 10 - Slum Clearance and Overcrowding)
  - Housing Act 2004 (Part 1 [Housing Conditions], Part 2 [Licensing of houses in multiple occupation], Part 3 [Selective licensing areas], Part 4 [management orders], Section 216 [overcrowding], Part 7 [supplementary provisions] insofar as it relates to any of these



functions, Section 232 (maintenance of register of licences and management orders)

- Local Government Miscellaneous Provisions Acts 1976 and 1982
- Local Government Act 2003, Section 120 (insofar as it amends Section 15 of the Local Government (Miscellaneous Provisions) Act to add the regulation of cosmetic piercing and semi-permanent skin colouring businesses)
- Noise and Statutory Nuisance Act 1993
- Nurses Agencies Act 1957
- Performing Animals (Regulations) Act 1925
- Pet Animals Act 1951
- Poisons Act 1972
- Public Health Acts 1936-1961
- Public Health (Control of Disease) Act 1984
- Scrap Metal Dealers Act 1964
- Scrap Metal Dealers Act 2013 (when legislation allows)
- Slaughterhouses Act 1974
- Town Police Clauses Act 1847
- Zoo Licensing Act 1981

And, notwithstanding the generality of the above:

- (b) Under the Town Police Clauses Act 1847 and Part II of the Local Government (Miscellaneous Provisions) Act 1976 to:
- (i) issue hackney carriage licences and private hire licences, when he / she is satisfied that the application fulfils the statutory requirements and any criteria or policies of the Council for the time being in force;
  - (ii) in consultation with the Chairperson of the Licensing Regulatory Board, refuse applications for hackney carriage and private hire licences where he is not satisfied that the application fulfils the statutory requirements and any criteria or policies of the Council for the time being in force, subject to any such decisions being reported for information to the next meeting of the Licensing Regulatory Board;
  - (iii) to suspend Hackney Carriage and Private Hire Vehicle Licences on vehicle defects being found.
  - (iv) to suspend or revoke licences in other circumstances those at (iii) above, and to report the action to a subsequent meeting of the General Licensing Regulatory Board or Sub-Committee.
- (c) To grant, vary, transfer and revoke licences in respect of cinemas and theatres after consultation with the appropriate officers and outside bodies.

- (d) To issue permits in respect of house to house collections, street collections, and to receive returns in respect of the same and where adverse reports are received to refer the matter to the General Licensing Regulatory Board for determination.
- (e) To issue permits in respect of small lotteries after consultation with the police and where adverse reports are received to refer the matter to the General Licensing Regulatory Board or Sub-Committee for determination.
- (f) To determine applications for minibus permits of those vehicles under the control of the Council.
- (g) To receive and administer applications for the registration of motor salvage operators under the Vehicles (Crime) Act 2001 (Motor Salvage Operators Regulations 2002), to approve applications for registration where statutory consultation with the Police reveals no contrary indications and to maintain a register which shall be available for public inspection;
- (h) To determine, following consultation with the Chairperson of the General Licensing Regulatory Board, applications for the renewal of Sex Shop premises Licences where no adverse comments have been received to the statutory consultation process and where there are no concerns or substantial changes made regarding the operation of the premises.

## **5. Service Director Public Health**

- (a) To exercise the Council's powers in relation to the Licensing aspects of the following legislation:
  - The Public Health Control of Disease Act 1984
  - The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020
  - The Health Protection (Coronavirus, Restrictions) (No.3) (England) Regulations 2020
  - Health Protection (Coronavirus Collection of Contact Details etc. & related requirements) Regulations 2020
  - The Health Protection (Coronavirus, Restrictions) (Obligations of Undertakings) (England) Regulations 2020
  - Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020
  - The Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 (2020 No 1374)

## **Statutory Licensing Regulatory Board**

Subject to:

- the overall policy framework of the Council; and
- having regard to the Council's safeguarding arrangements and duties and particularly in relation to the prevention of Child Sexual Exploitation;

to exercise the functions of the Council in relation to the Licensing Act 2003:-

1. To monitor the operation of the Council's Licensing Policy Statement
2. To monitor the operation and performance of the Sub Committees (comprising three Members each) established to determine applications for and reviews of licences.
3. To determine the procedure/protocol to be adopted by the Sub Committees in dealing matters referred to them.

## **Statutory Licensing Sub Committees**

To determine, in accordance with the procedure/protocol agreed by the Statutory Licensing Regulatory Board, applications for and reviews of Licences made under the provisions of the Licensing Act 2003 where adverse comments have been received.

## **Delegations to Officers from the Statutory Licensing Board**

### **1. Service Director Legal Services**

- (a) To exercise the Council's powers in relation to the Licensing aspects of the Licensing Act 2003.
- (b) To exercise powers under the Criminal Justice Act 2001 to close premises that are in breach of the conditions of licences granted under the Licensing Act 2003

## **Audit and Governance Committee**

### **A. General Remit**

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment.
2. To provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment.
3. To oversee the financial reporting process.
4. To promote the application of and compliance with effective governance arrangements across the Authority and its partner organisations.

### **B. Internal Control incorporating Risk Management, Financial Probity and Stewardship**

- (a) To consider the overall adequacy and effectiveness of the system of internal control and the arrangements for risk management, control and governance processes and securing economy, efficiency and effectiveness (value for money).
- (b) To ensure that the highest standards of financial probity and stewardship are maintained throughout the Authority, within policies set by the Council from time to time.
- (c) To consider such policies for consideration and approval by the Council.
- (d) To promote effective internal control by the systematic appraisal of the Authority's internal control mechanisms and by the development of an anti-fraud culture.
- (e) To promote effective risk management throughout the Council in accordance with the Council's Risk Management Policy Objectives Statement.
- (f) To periodically review the Authority's strategic risk register and to invite, when appropriate, a Member of the Senior Management Team to meetings to discuss strategic risks within their specific service area.
- (g) To consider, challenge and comment on the Annual Governance Statement.

- (h) To receive periodic reports on additional corporate functions contributing to overall assurance against the corporate priorities and specifically in relation to:

- Business Improvement, Human Resources and Communications
- Health & Safety & Resilience
- Governance, Member and Business Support
- Information Governance

- (i) To encourage wider dialogue with members of the Senior Management Team by inviting them to meetings on a periodic basis to give assurance about issues identified within reports relating to various Directorate activities and, in particular, those which are subject to Internal Audit recommendation

C. Internal Audit

- (j) To oversee, in consultation with internal auditors, the preparation and approval of an annual audit plan for the Authority and to receive periodic reports from the internal auditor on performance against the plan.
- (k) To monitor compliance with internal audit reports following their consideration by management.
- (l) To examine reports previously submitted to the Cabinet in respect of ongoing activities and investigations conducted by internal auditors and to make appropriate comments and recommendations.
- (m) To review the performance of the internal audit function by way of quarterly performance management reports.
- (n) To consider the Head of Internal Audit's annual audit report and opinion, and a summary of internal audit activity (actual and planned) and the level of assurance it can give over the Council's corporate governance arrangements.
- (o) To enhance the profile, status and authority of the internal audit function and demonstrate its independence.
- (p) To approve and periodically review the Internal Audit Strategy and Audit Charter

D. External Audit and other Inspectorates or Regulatory Bodies

- (q) To oversee, in consultation with external auditors, the preparation of the annual audit plan for the Authority and to receive periodic reports from the external auditor on performance against the plan.

- (r) To consider and report to Cabinet and the Council the annual audit and inspection letter.
- (s) To consider the appointment of the Council's external auditor.
- (t) To monitor compliance with external audit, external inspectorate and Ombudsman reports following their consideration and resolution by the Cabinet and/or Council.
- (u) To consider any payments in excess of £2000 or provide other benefits in cases of maladministration by the Authority within the scope of section 92 of the Local Government Act 2000.

E. Other

- (v) To consider general issues and statistics in relation to the Council's Confidential Reporting (Whistleblowing Policy) "Whistleblowing" Policy.
- (w) To review the Authority's arrangements for establishing appropriate anti-fraud policies and procedures.
- (x) To monitor compliance with and the effectiveness of anti-fraud and corruption policies and procedures.
- (y) To monitor compliance with the Authority's Partnership Governance Framework.
- (z) To consider and review compliance with the Authority's Treasury Management policy.

F. Accounts

- (aa) To review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by External Audit.
- (bb) To contribute to the annual review, consideration and challenge of the financial statements.

## Procedures for recording decisions taken by officers

### Background

1. Regulations in 2012 introduced a requirement for officers taking an executive decision to publish a written statement about the decision as soon as practically possible after the decision is taken. Further Regulations in 2014 extended this requirement to non-executive decisions taken by officers.
2. Whilst the 2012 regulations simply identify the need to record executive decisions taken by officers, the 2014 regulations make reference to decisions that would otherwise have been taken by the Council or a committee / sub-committee if not otherwise delegated to officers. This therefore includes delegated decisions on non-executive functions.
3. The 2014 regulations also state that the requirement to record applies to decisions made:
  - (a) under a specific express authorisation; or
  - (b) under a general authorisation to officers to take such decisions and the effect of the decision is to:
    - (i) grant a permission or licence;
    - (ii) affect the rights of an individual; or
    - (iii) award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial position.
4. A specific express authorisation is an issue where full Council, Cabinet, a Cabinet Spokesperson or Regulatory Board has authorised an officer to take action on a specific matter.
5. A general authorisation is an issue where the authority derives from a function listed in the Schemes of officer delegations and otherwise meets the requirements of 3(b) above. The Council has determined that the amount of a contract or expenditure that materially affects the Council's financial position is £250,000.
6. In the case of officer executive decisions, the record must include:
  - (a) the decision taken, including the date it was made;
  - (b) the reasons for the decision;
  - (c) details of any alternative options considered and rejected by the officer when making the decision;
  - (d) any conflict of interest declared by any executive member consulted by the officer which relates to the decision; and
  - (e) in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.

7. In the case of other officer decisions covered by the 2014 regulations, the record must include:
  - (a) the date the decision was taken;
  - (b) a record of the decision taken along with reasons for the decision;
  - (c) details of alternative options, if any, considered and rejected; and
  - (d) where the decision falls under paragraph 3(a) above, the names of any Member who has declared a conflict of interest in relation to the decision
8. The regulations also require that the statement and any supporting documents be available for inspection by the public and on the Council's website.

### **Guidance on decisions to be recorded**

9. The regulations require the recording of all executive officer decisions and those non-executive decisions that fall under the requirements set out at paragraph 3 above. These will either be as stated in the officer delegations (see links below) or as a result of a specific express authorisation given by Council or a Regulatory Board.
10. This will inevitably give rise to concerns about the officer decisions that should be recorded under the Regulations. The intention of the Regulations is to give the public access to information about local authority decisions. However, it can be assumed that Parliament would expect this to be interpreted in a common sense way, and not result in a bureaucratic burden that would have no public benefit nor meet any reasonable public interest. The intention, therefore, is to give access to information on those decisions that they would reasonably expect to be publicly available and which are appropriate for public access
11. On this basis, any decision that is merely administrative in nature, with only a remote connection with an executive function, or otherwise minor and routine need not be reported. Although the decision might involve large amount of expenditure, the nature of the decision might still mean it is minor (for example, paying a gas bill), so doesn't need to be recorded separately.
12. Equally, where the decision affects one individual rather than the general public and / or contains confidential or exempt information, this need not be published. However, the service concern will need to maintain records on the decision made and the background to it.
13. It should be borne in mind that an apparently minor decision might be taken against a wider context that makes it more sensitive than would otherwise be the case. A key consideration is whether an individual or group might seek to challenge the decision in the light of this. This will always be a matter for judgement and the officer should take this into



account in deciding how to record and report the decision and if a Member decision-making route should be followed.

14. A general principle of delegated officer decision making is that particularly sensitive issues might be “referred up” for approval by the relevant Cabinet Spokesperson or Cabinet. As a result of the Regulations, officers should consider if a decision is sufficiently important and/or sensitive so that a reasonable member of the public would reasonably expect it to be “referred up”. If so, the officer responsible should arrange for this to be done. The decision would then be recorded as part of the normal Member decision-making process.

### **Procedure for recording decisions**

15. The officer named in the Officer Delegations as responsible for specific decisions should use the form (‘the decision notice’) attached at Appendix 1 to record the decision taken. This provides space to give basic information about the subject and date of the decision taken and the authority / delegated power under which the decision is taken. The decision notice should be signed by the officer(s) taking the decision, and, if required, by any Cabinet Spokesperson who should be consulted.
16. If services already use a pro forma to record decisions taken by officers, this can continue to be used, provided it complies with the recording requirements set out in this procedure. If services use a system to record and publish decisions taken (e.g. Planning Explorer, YorTender), there is no requirement to produce a separate record provided that the record meets the requirements set out at paragraph 6 or 7, as appropriate.
17. The decision notice should be accompanied by documentation that provides information on the reasons for any decision and any options considered, where this is too detailed or complex to be set out on the decision notice itself. Provided it gives the necessary information, this documentation need not be in the same format as a report for Cabinet or Spokesperson delegated decision.
18. Officers should take care not to include in the supporting documentation any confidential or exempt information that might prejudice the public interest if published. Where information of this type has been referred to in the course of making the decision, this should be stated as one of the background papers. A reference should be made to it containing confidential information or exempt information under the Local Government Act 1972, Part 1, Schedule 12A
19. Where an executive decision is being taken, any conflict of interest declared by an Executive Member on that matter should be recorded, together with any dispensation granted. Where a non-executive decision is being taken under a specific express authorisation, the record should include any conflict of interest declared by a Member on that matter.

20. Once the notice of decision and any supporting documentation has been fully completed, the officer making the decision should make arrangements for it to be scanned as one document and e-mailed to the Council Governance Unit at [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk) for publication in the website. The original documentation should be kept on file by the decision making officer according to their normal procedures.

### **Appendices**

Appendix 1 Pro forma notice of decision

Appendix 2 Categories of exempt information as described in the Local Government Act, Part 1, Schedule 12A

### **Links to Regulations:**

Executive Decisions: [Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#)

Non-Executive Decisions: [Openness of Local Government Bodies Regulations 2014](#)

Details of the schemes of officer delegations are available in [the Council's Constitution](#)

## Officer Decision Record Template

Record of Decision of the *(Insert Officer name)* taken in consultation with the Chairman of *(Insert Body)* / *(Insert name of other officer)* *[delete as appropriate]*

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*Where the delegation is subject to consultation with a Chairman or other officer, the position of the Chairman or officer should be inserted above and they should be asked to sign below. Where no consultation is required, delete these references.*

### Subject

*Give a brief description of the subject and the decision to be taken. Include a statement of reasons for the decision taken and any options for action considered and rejected. Information on those consulted on the proposed action / decision should be included, together with any conflicts of interest for Members. Where this is too detailed or complex to include here, this information **must** be included in appendices.*

### Authority

*Insert reference to relevant section of the Scheme of Delegation or Council / Regulatory Board Minute Number, where appropriate, to show where the delegated powers on this matter was authorised.*

### Decision Taken

*Set out the decisions (to be) taken*

### Date of Decision

*Insert the date of the decision*

### Elected Member Conflicts of Interest

*Record any conflicts of interest for express authorisations*

*Signature*

*(Insert Officer name)*

*(Insert more Officer names as required)*

*Signature*

Cabinet Spokesperson  
(if required)

*Scan / email the completed form and appendices to the Council Governance Unit  
and keep the original on the project file*

## APPENDIX 2

### **Restrictions on the Publication of Reports Considered by Meetings within the Council**

The Cabinet and other Council meetings are generally required to consider all reports in public. However, the facility exists to consider a report in private if it contains certain categories of information. The relevant legal provision is Schedule 12A to the Local Government Act 1972, as amended by regulations issued in 2006.

This note gives practical guidance on how exemptions from publication can be “claimed” and what qualifications to this apply. However, on a general note, any information which gives rise to an exemption must be specific, not theoretical, and must be relevant to the decision being sought from Members. The whole intention of the Freedom of Information Act is to ensure the availability of information, including reports, to the public and the starting point, therefore, is that all reports will be made available for publication.

Report authors are encouraged to contact the Cabinet Support Unit for assistance and advice in applying these provisions.

Exempt Information under the Terms of the Local Government Act 1972, Schedule 12A (as amended)

Council meetings may consider reports following the exclusion of the public and press from the meeting if it contains some types of information, other than personal information, as described above. These categories of so-called exempt information are set out in Schedule 12A to the Local Government Act 1972, which has been amended to be consistent with the Freedom of Information Act.

The Categories of Exempt Information are given below and report authors need to consider these when seeking an exemption from publication, having regard to the qualifications that apply to each of the exemptions.

A particular issue that report authors need to bear in mind is the application of the public interest test included in the Freedom of Information Act. This means that a report cannot be exempt from publication unless, in all circumstances of the case, the public interest in maintaining confidentiality outweighs the public interest in disclosing the information. Even so, the exemption from publication may be time limited: For example it may not be in the public interest to publish the budget allocation for a particular contract, as this might affect the tender bids received; however, once the contract has been let there is no reason for this report to continue to be withheld from publication. Therefore, where there is a valid public interest justification for withholding the publication but this is time limited, report authors should include this information in the report.

To identify that a report contains exempt information, report authors should arrange for the inclusion of a “box” in the top left hand corner of the first page of the report, as follows:

**NOT FOR PUBLICATION UNTIL  
[INSERT DATE]\***

**Exempt Information  
Local Government Act 1972  
Schedule 12A Part 1 Paragraph  
(insert number)**

\* The date of release will not be appropriate in all cases but report authors are encouraged to consider whether or not this would serve the public interest. It might be that information can be released immediately after the meeting at which the report was considered.

The categories of exempt information are as follows:-

**Paragraph Number/  
Information Type**

**Qualification**

**Paragraph 1**

Information relating to any individual.

Information falling within this Paragraph is subject to the public interest test referred to above. Exemption from publication will also generally be time limited, requiring report authors to consider the date on which the public interest will no longer be served by withholding publication.

Information in this Paragraph is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992

**Paragraph 2**

Information which is likely to reveal the identity of an individual.

Information falling within this Paragraph is subject to the time-limited public interest test referred to above.

Information in this Paragraph is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992

### **Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the Local Authority holding the information).

Information falling within this Paragraph is subject to the time-limited public interest test referred to above.

Financial or business affairs includes contemplated, as well as past or current activities.

Qualification:

Information falling within this Paragraph is not exempt information by virtue of that Paragraph if it is required to be registered under:

- a. The Companies Act 1985
- b. The Friendly Societies Act 1974
- c. The Friendly Societies Act 1992
- d. The Industrial & Provident Societies Acts 1965 to 1978
- e. The Building Societies Act 1986 or
- f. The Charities Act 1993

Information in this Paragraph is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992

### **Paragraph 4**

Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the Authority or a Minister of the Crown and employees of, or office holders under, the Authority.

Information falling within this Paragraph is subject to the time-limited public interest test referred to above. Note that it is therefore likely that, once the consultations or negotiations are concluded, the information is no longer exempt from publication.

In this context, "Labour relations matters" means (a) any of the matters specified in Paragraphs (a) to (g) of Section 218(l) of the Trade Union and Labour Relations (Consolidation) Act 1992 (ie matters which may be the matter of a trade dispute within the meaning of that Act) or (b) any dispute about a matter falling within Paragraph (a) above.

Information in this Paragraph is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3

of the Town and Country Planning General Regulations 1992

**Paragraph 5**

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Information falling within this Paragraph is subject to the time-limited public interest test referred to above.

Information in this Paragraph is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992

**Paragraph 6**

Information which, if disclosed to the public, would reveal that the authority proposes:

Information falling within this Paragraph is subject to the time-limited public interest test referred to above.

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

Information in this Paragraph is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992

(b) to make an order or direction under any enactment

**Paragraph 7**

Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime

Information falling within this Paragraph is subject to the time-limited public interest test referred to above.

Information in this Paragraph is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992



## Barnsley Metropolitan Borough Council

### **Members Code Of Conduct**

#### **1. Introduction**

- 1.1 The public is entitled to expect the highest standards of conduct from all Members of Barnsley Metropolitan Borough Council.
- 1.2 The Code applies to Members or Co-opted Members of Barnsley Metropolitan Borough Council when they act in their role as a member or as a member of any other body to which you they have been appointed by the Council. The Code sets out the standards of service that are expected from Members and Co-opted Members. In particular, Members should act in an open and transparent manner and should not do anything which would prejudice the reputation of the Council.
- 1.3 It is important for Members to understand their position in regard to the expected standards of conduct, and if in any doubt they should seek guidance. This is important as, in some circumstances, a breach of the Code could be a criminal offence and because any person could make a complaint to the Council if they believe a Member has breached the Code.
- 1.4 This Code is adopted in accordance with the Localism Act 2011.

#### **2. Application and Scope**

- 2.1 This Code applies:
  - At formal meetings of the Council, its Cabinet, or any Scrutiny Committee, Regulatory Board, Panel, Area Council or Ward Alliance.
  - When acting as a representative of the Council.
  - In taking any decision as a Cabinet Member or a Councillor.
  - In discharging your functions as a Councillor.
  - At briefing meetings with officers.
  - At site visits.
  - When using social media

#### **3. General Conduct**

- 3.1 You should treat others with respect and conduct yourself in a manner which is consistent with the Council's duty to promote and maintain high standards of conduct of Members.
- 3.2 As a Member or Co-opted Member of Barnsley Metropolitan Borough Council you are committed to behave in a manner which is consistent with the following principles:
  - i. **Selflessness –**  
You should serve only in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, or those who you are closely associated with.

ii. **Integrity –**

You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

You should not disclose information given to you in confidence by anyone or information which you reasonably believe or ought reasonably to be aware is of a confidential nature, unless:

- You have the consent of the person authorised to give it,
- Or you are required by law to do so,
- Or the disclosure is reasonable and in the public interest,
- And you have consulted the Monitoring Officer prior to its release.

iii. **Objectivity –**

You must make decisions based on the information before you, having had regard to any professional advice provided to you and in accordance with your view of the public interest.

You should make decisions on merit, this includes when making appointments, awarding contracts, grants, or recommending individuals for awards or other recognition.

When using or authorising the use by others of the resources of the Council you must ensure that those resources are not used improperly for political purposes and you must have regard to any Code of Publicity made under the Local Government Act 1986.

iv. **Accountability –**

You are accountable to the public for your decisions and actions and the manner in which you carry out your duties. You must co-operate fully and honestly with any scrutiny appropriate to your office or actions.

v. **Openness –**

You must be as open as possible about your actions and those of the authority and should be prepared to give reasons for those actions.

vi. **Honesty –**

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

vii. **Leadership –**

You must promote and maintain high standards of conduct by supporting these principles by leadership and by example and should act in a way that secures or preserves the confidence of others.

You must have due regard to the impartiality and integrity of the authority's statutory officers and its other employees.

#### **4. Member Standards of Conduct and Behaviour**

- 4.1 The Council has a vision and four core values that were developed to drive cultural change and improvement to support the Council to achieve its priorities and outcomes.
- 4.2 Members should lead by example and ensure that their behaviour and conduct properly reflects and promotes the image that is expected of them and of the Council as a whole and that their dealing with the public and employees is above reproach.
- 4.3 The following standards of conduct are to be observed without prejudice to the generality of your obligations under this Code of Conduct:
- Your dealings with the public and all employees will be conducted on the basis of mutual trust, respect and courtesy.
  - Offensive, abusive, indecent or violent behaviour in any form is unacceptable.
  - Offensive or derogatory language or verbal aggression is unacceptable.
  - Bullying, intimidation or victimisation is unacceptable.
  - Using your official position for sexual favours or unwanted physical contact or to take any action that could be construed as sexual intimidation is unacceptable.
  - Any action that ridicules, threatens or discriminates against an individual because of their; age, disability, gender history, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.
  - Your dealings with the public, employees and fellow Members whether verbally, or in writing, must be conducted with courtesy at all times.
  - In undertaking your duties as a Councillor, your appearance should be appropriate to the occasion.
  - In carrying out your duties as a Councillor and at official meetings, drunkenness, inebriation or being under the influence of illegal drugs is unacceptable.
- 4.4 There are also a set of defined behaviours for elected members (see Appendix 1) which were developed in line with the Council's vision and values and in accordance with the general conduct principles outlined in section 3 of this Code which governs the behaviours of members.
- 4.5 These standards of behaviours and conduct clearly outline what is expected from you in performing your duties whether in official meetings or in less formal settings when working with partners, the community or employees and failure to adhere to these will be treated as a breach of the Code.
- 4.6 As Members will be aware, breaches of this Code renders you liable to action being taken by the Appeals and Awards Regulatory Board. Failure to observe the conduct and behaviour specified in this Code will render Members liable to disciplinary action being taken by their own political group.

## **5. Dignity at Work**

*The policies referred to in sections 5-8 will be taken into account if they are relevant to any allegation of a breach of this Code.*

- 5.1 The Council is committed to creating and maintaining a positive working environment where all elected members and employees are treated with dignity, respect and are free from any form of harassment, bullying and victimisation.
- 5.2 The [Dignity at Work Policy](#) sets out guiding principles of workplace behaviour which applies to elected members and employees.

## **6. Code of Conduct for Employees**

- 6.1 The [Code of Conduct for Employees](#) is aimed at ensuring that all employees are aware of the standards of behaviour expected of them by the Council.
- 6.2 The Code covers the protocols for relations between elected members and employees, as well as the expected professional standards of behaviour between them.

## **7. Social Media Policy**

- 7.1 The [Social Media Policy](#) is aimed at ensuring that all employees and elected members get the best out of social media.
- 7.2 The policy sets out guidance for elected members about using social media for council business and in a personal capacity. It also includes guidance on how to report violent or aggressive behaviour on social media channels.

## **8. Smoking and Drugs and Alcohol Policies**

- 8.1 The Council has established a [Smoking and Vaping at Work Policy](#) for employees relating to smoking at work and in public, having regard to the legal position and the role of the Council in promoting healthy lifestyles. In particular, people are expected to remove items that identify them as Council employees, when smoking immediately near Council premises.
- 8.2 The Council has also established a [Drugs and Alcohol Policy](#) for employees to put in place a safe and healthy working environment to ensure that employees are fit to carry out their duties safely and effectively in a working environment which is free from alcohol and drugs misuse. It operates a zero-tolerance policy in respect to consumption of alcohol and illegal drugs during the working day.
- 8.3 Members are in a different contractual position to employees and these policies cannot be applied to them directly. However, Members should consider the potential for reputational damage to themselves and the Council if seen smoking in public or under the influence of excessive alcohol or drugs when on Council business. Members are therefore expected to have due regard to these policies when on Council business.

## **9. Disclosure of Interests and Participation**

- 9.1 If you have any pecuniary or non-pecuniary interest in any matter at any meeting of the Authority or any meeting with officers at which you are present you must disclose that interest and give sufficient details of it so that the nature of your interest is clearly understood.
- 9.2 A pecuniary interest means any interest which affects your financial position whether favourably or adversely and a non-pecuniary interest means any interest which affects your personal wellbeing.
- 9.3 In either case this also includes the position or wellbeing if affected to the best of your knowledge of:
- Anybody of which you are a member or in a position of general control or management;
  - A member of your family or any other person with whom you are closely acquainted;
  - Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors;
  - Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000.
- 9.4 Unless a dispensation has been granted you should not take part in or vote on any item of business at any meeting of the Authority where your interest is a “disclosable pecuniary interest” which you are required to register in accordance with regulations made by the Secretary of State as listed in Appendix 1 to this Code, and you should withdraw from the meeting during the consideration of that item.

## **10. Registration of Interests**

- 10.1 You must within 28 days of taking office as a Member or Co-opted Member notify the Monitoring Officer for entry on the Council’s Register of Members’ Interests any “disclosable pecuniary interest” as defined in regulations made by the Secretary of State, as listed in Schedule 1 to this Code, where that interest is yours, that of your spouse or civil partner, or that of somebody with whom you are living as husband and wife or as if you were civil partners. Your interests and those of your spouse / partner are subject to inspection by the public and will be published on the Council’s website.
- 10.2 In addition you must, within the same time periods, notify the Monitoring Officer of any pecuniary or non-pecuniary interest which the Council has decided should be included in the Register of Members’ Interests as listed in Schedule 2 to this Code.

- 10.3 You must also notify the Monitoring Officer within 28 days of any such interest arising for the first time. In addition, you must review your Register of Interests at least every 12 months, on the receipt of a request to do so from the Monitoring Officer or their team. You must inform the Monitoring Officer immediately in the event of any new or changed interests.
- 10.4 You must register with the Monitoring Officer within 28 days of receipt details of any gifts or hospitality which you have accepted as a member from any person or body other than the Authority, the value of which exceeds £25, using the form available from Members' Services. This information is subject to inspection by the public and will be published on the Council's website.

## **11. Declaration of Relationships**

- 11.1 In order to demonstrate transparency in the way that the business of the Council is conducted and to avoid collusion, Members must complete a Declaration of Relationship form within 28 days of taking office. This will identify any close personal or family relationships that the Member has with any other Members or Officers of the Council. The form will be made available internally to senior officers, in line with arrangements for employees. Forms for this purpose are available from Members' Services.

## **12. General Awareness of other Council Policies and Procedures**

- 12.1 Councillors will be aware of the suite of policies and procedures the Authority has in place regarding whistleblowing, anti-fraud, corruption and bribery and anti-money laundering. All Councillors are expected to ensure they are aware of the provisions of these policies and procedures and the extent to which they apply to them. Advice on these can be given by Internal Audit.

## **Appendix 1**

### **Disclosable Pecuniary Interests**

a) Employment, office, trade, profession or vocation

Any employment, office, trade, profession, or vocation carried on for profit or gain.

b) Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the member in carrying out duties as a member, or towards the election expenses of the member.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).

c) Contracts

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:

- Under which goods or services are to be provided or works are to be executed,
- And which has not been fully discharged.

d) Land

Any beneficial interest in land which is within the area of the relevant authority. This includes your home.

e) Licences

Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

f) Corporate Tenancies

Any tenancy where (to the member's knowledge):

- The landlord is the relevant authority,
- And the tenant is a body in which the relevant person has a beneficial interest.

g) Securities

Any beneficial interest in securities of a body where:

- That body (to the member's knowledge) has a place of business or land in the area of the relevant authority,

- And either -
  - (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body,
  - (ii) Or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of that total issued share capital of that class.



## **Appendix 2**

### **Other Interests required to be registered**

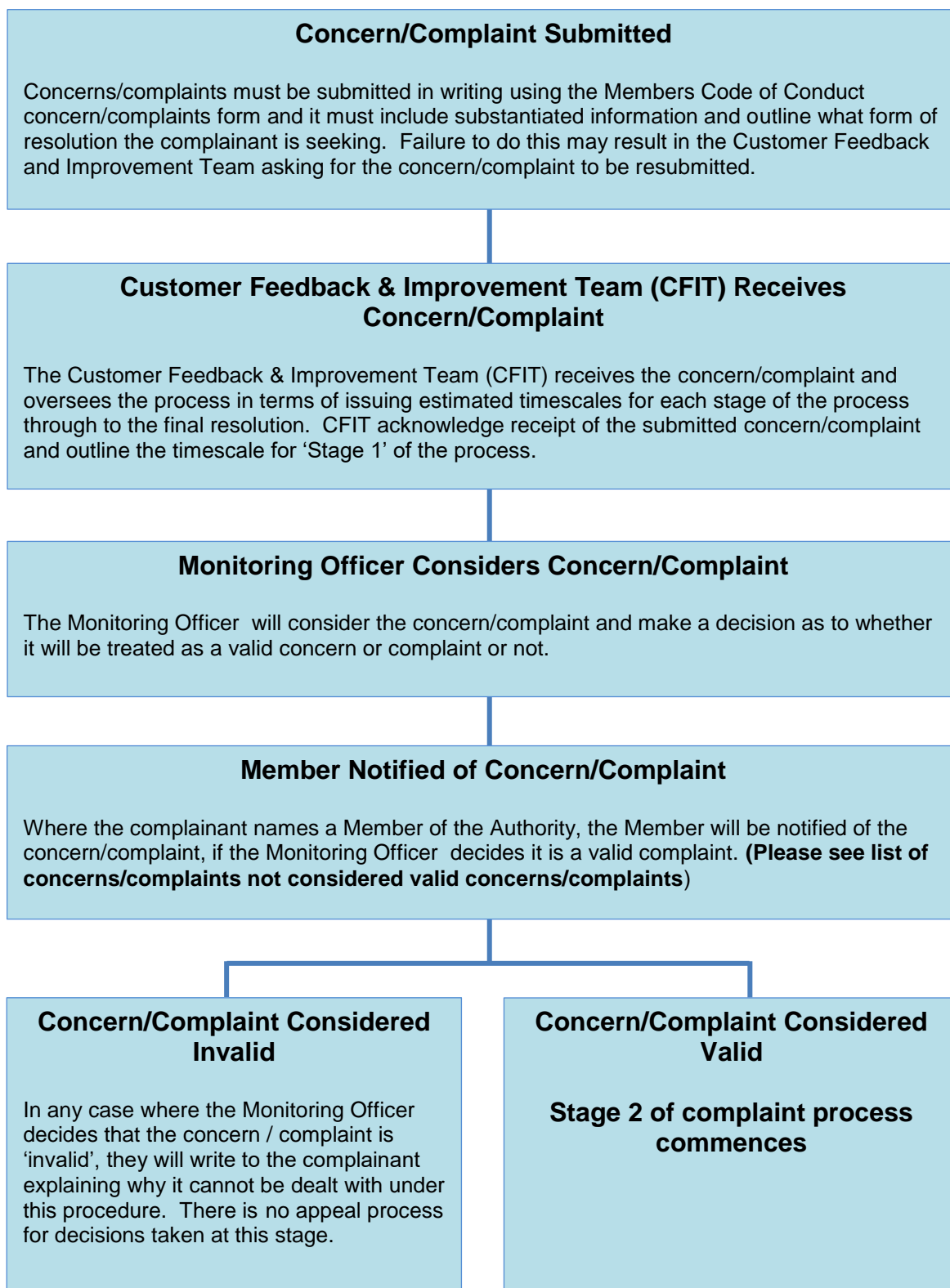
Membership of any Body:

- To which you are appointed or nominated by the Authority.
- Or exercising functions of a public nature, including membership of a School Governing Body.
- Or dedicated to charitable purposes.
- Or one of whose principal purposes includes the influence of public opinion or policy (including any political party and trade union).
- Membership of a private club or society.
- Membership of any organisation which promotes secrecy amongst its membership.

## Appendix 3

### Members Code Of Conduct Concern/Complaints Procedure

#### Stage 1: Initial Assessment



## Stage 2: Informal Resolution

### Concern/Complaint Considered Valid

Following the initial assessment, if the Monitoring Officer decides that the concern/complaint should be treated as a 'valid' they will write to the complainant and explain that the matter is to be referred to the subject Member and the Monitoring Officer who will seek to resolve the issue in accordance with this procedure. The complainant will also be provided with an outline of the procedure for dealing with concerns/complaints against Members.

### Timescale Given to Resolve Complaint

At the same time the Monitoring Officer will refer the matter to the subject Member and the relevant Group Whip for their consideration. The Monitoring Officer will within a reasonable timescale of 28 days to attempt to resolve the complaint and will provide the subject Member with the contact details for the Independent Person.

Types of informal resolution might include:

- a. An explanation by the subject Member of the circumstances surrounding the complaint;
- b. An apology from the subject Member;
- c. An agreement from the subject Member to attend relevant training or to take part in a mentoring process;
- d. Offering to engage in a process of mediation or conciliation between the subject Member and the complainant; or
- e. Any other action capable of resolving the complaint.

Before deciding upon a course of action the subject Member may seek guidance from a Group Whip, the Independent Person, and/or the Monitoring Officer. It may also be advisable for the Monitoring Officer to seek advice from the complainant to ascertain what form of informal resolution they would find acceptable, particularly if the form of resolution they have specified in their concern/complaint is not possible.

The Independent Person is available to the subject Member to give them advice on the severity of the complaint and what form of resolution they would consider appropriate. Providing such guidance will not prevent the Independent Person from giving a view to the Standards Panel about the concern/complaint at a later stage. The complainant shall also be given the opportunity to consult the Independent Person. The Monitoring Officer will also consult with the Independent Person as appropriate.

### End of Timescale Reached

At the end of the 28-day period the Monitoring Officer will, in consultation with the Chair of the Appeals and Awards Regulatory Board, seek to establish whether the subject Member or Group Whip has appropriately addressed matters which have been raised by the complainant. The Monitoring Officer shall consult the Independent Person as appropriate.

### Concern/Complaint Resolved

Where the subject Member has appropriately addressed the matters raised there will be no further action taken in respect of the concern/complaint and the Monitoring Officer will notify both the complainant and the subject Member of this decision.

### Complaint Not Resolved

Where it has not been possible to appropriately address matters, the Monitoring Officer shall determine whether any further action is appropriate in respect of the complaint. The concern/complaint may be referred to the Standards Panel for preliminary consideration as to whether any further action is appropriate. The Monitoring Officer will notify both the complainant and the subject Member of the decision.

### Stage 3: Standards Panel

#### Report Prepared

If it is considered that further action is appropriate the Monitoring Officer will appoint an officer or other person to undertake an investigation and prepare a report. The report shall be considered by a Panel of three members selected from the membership of the Appeals and Awards Regulatory Board by the Monitoring Officer in consultation with the Chair of the Board. Any Panel shall contain at least one member who is not a member of the same Political Group as the member who is the subject of the complaint. In the event that the complaint relates to a Parish Councillor, a Parish Council representative appointed by the Council shall be invited to attend the Panel on an advisory basis, but such a representative shall not be entitled to vote.

#### Meeting Arranged

The Monitoring Officer must arrange for a meeting of the Board to be convened to consider the Investigating Officer's report of the concern/complaint. Wherever possible the meeting will take place within 28 days of the report being finalised. The Monitoring Officer will be present to advise the Board.

The following people will also be invited to attend the Board meeting:

- a. The complainant;
- b. The subject Member

The Investigation Officer will also attend the meeting in order to present their report.

#### Meeting Commences and Report Considered

After initial consideration of the Investigation Officer's report, the Panel will consider any representations from the following parties either in person or in written form if the person is unable to attend the meeting:

- a. The complainant
- b. The subject Member

The Panel may also ask questions of anyone present at the meeting in order to reach a conclusion on the concern/complaint and in particular whether or not there has been a breach of the Code of Conduct. Before reaching a final decision, the Panel must enquire and take account of, the view of the Independent Person in relation to the concern/complaint.

#### Complaint Dismissed

If the Board concludes that, on the balance of probabilities, the subject Member did not fail to comply with the Members' Code of Conduct, this will conclude the process. In such cases no further action will be taken in respect of the concern/complaint, although the Board may still wish to consider making a recommendation to the authority with a view to promoting and maintaining high standards of conduct in general. Such recommendations may include proposed changes to internal procedures and practices or training for Members in general.

#### Complaint Upheld

If the Board concludes that, on the balance of probabilities, the subject Member has failed to comply with the Members' Code of Conduct, the Board must go on to consider whether action should be recommended to the Council in respect of the subject Member, and what form of action might be appropriate.

## Formal Recommendation

In the event that the allegation is upheld (i.e. the Panel determines that the member has failed to comply with the Code of Conduct) the Panel may recommend to the Council that further action be taken in accordance with the general powers available to the Authority which may include as appropriate or applicable:

- a. The passing by the Council of a formal motion of censure
- b. Removal by the Council from the membership of any Area Council, Ward Alliance or Regulatory Board or appointment to any Joint Authority either:
  - i. for a prescribed period, which may extend beyond any one municipal year
  - ii. for the remainder of the municipal year
  - iii. for the duration of the remaining term of office of the member concerned
- c. Removal by the Executive Leader from the role of Cabinet Spokesperson, Cabinet Support Member or Area Council Chair

(Note: this would result in the cessation for the relevant period of any Special Responsibility Allowance that may be payable under the Scheme of Allowances)

- d. The voluntary renunciation by the member concerned of the receipt of Basic Allowance or any Special Responsibility Allowance:
  - i. for a prescribed period, which may extend beyond any one municipal year
  - ii. for the remainder of the municipal year
  - iii. for the duration of the remaining term of office of the member concerned
- e. Disconnection from the access to the Authority's network
- f. Denial of access to the Town Hall or to any other operational building of the Authority:
  - i. for a prescribed period which may extend beyond any one municipal year
  - ii. for the remainder of the municipal year
  - iii. for the duration of the remaining term of office of the member concerned
- g. Prohibition from having contact with one or more identified officers:
  - i. for a prescribed period which may extend beyond any one municipal year
  - ii. for the remainder of the municipal year
  - iii. for the duration of the remaining term of office of the member concerned

Any such recommendation shall appear on the Summons at the next meeting of the Council for deliberation and such debate shall take place with the press and public entitled to be present although the identity of any complainant or any information which may reveal the identity of any such complainant shall not be disclosed in any such recommendation or referred to during such debate.

## Member Notified of Final Decision

Within five working days of the meeting the Chair of the Committee will write to the complainant and the subject Member explaining the final decision of the Committee and detailing any recommendations made.

There will be no right of appeal against a decision of the Committee.

## Concerns/Complaints Not Considered As Valid

The following types of complaint will **not** be considered as 'valid complaints' under this procedure:

- a) Complaints which are submitted anonymously <sup>1 2</sup>;
- b) Complaints which do not identify a subject Member;
- c) Complaints which relate to a Member's personal or private life;
- d) Complaints concerning a failure to respond to a request from a constituent or other individual;
- e) Complaints which relate to the alleged actions of employees of the Council or non-voting co-optees;
- f) Complaints which relate to a decision of an employee or a Committee;
- g) Complaints which relate to a person who is no longer a Member of the Council or which refer to alleged incidents before the person became a Member of the Council;
- h) Complaints which refer to alleged incidents which happened so long ago that there would be little benefit in taking action now;
- i) Complaints containing trivial allegations, or which appear to be simply malicious, politically motivated or tit-for-tat;
- j) Complaints regarding alleged behaviour which has already been the subject of an investigation or some form of action;
- k) Complaints which relate to an alleged failure to comply with the rules regarding 'Disclosable Pecuniary Interests'<sup>3</sup>;
- l) Complaints which do not relate to the Members' Code of Conduct.

<sup>1</sup> *Concerns/Complaints which contain a request for the complainant's identity to be withheld may be considered to be 'valid complaints', although the complainant's identity will only be withheld in exceptional circumstances. If the Monitoring Officer does not consider it appropriate to withhold the complainant's identity, the complainant will be given the opportunity to withdraw their complaint before it proceeds to the next stage.*

<sup>2</sup> *Anonymous concerns/complaints which reveal potential fraud or corruption will be referred to Internal Audit for consideration under the Council's adopted Whistle blowing Policy.*

<sup>3</sup> *Such concerns/complaints will be redirected to the South Yorkshire Police, subject to the complainant's agreement.*

**Document Control**

Approval by:	Full Council
Implementation Date:	1 <sup>st</sup> June 2021
Author:	Service Director Business Improvement, Human Resources & Communications
Owner:	Monitoring Officer
Revised/Updated:	10 <sup>th</sup> May 2021
Brief Reason for Change:	The document has not been reviewed for a number of years.
Version Control	V8

## Our Values and Behaviours

### Our Values:



#### We're a Team

*We all work together towards the same goal – to make Barnsley a better place for the people who live, work and visit here*



#### We're Honest

*We always say what we mean. Most of all we're reliable, fair and true*



#### We'll be Excellent

*We work really hard to provide the best quality and value for money for the people of Barnsley. Only our best is good enough*



#### We're Proud

*We're dedicated to making Barnsley a better place. We take pride in our work*

### Elected Members' Pledge - As elected members we will:

Work collaboratively to build strong working relationships to ensure effective and efficient services are provided to the people of Barnsley.

Engage constructively with others, respecting different points of view, adapting our own approach to achieve consensus and agreement.

Build good relationships with other colleagues and officers by working collaboratively to achieve shared goals and priorities.

Working proactively to create partnerships with different sections and groups in the community in order to ensure their involvement in decision making and planning.

Communicate honestly and openly, constructively challenging and offering different perspectives for different and improved ways of working.

Be honest, trustworthy and reliable, taking responsibility and accountability for our own actions and decisions.

Encourage trust and understanding between individuals and groups by mediating fairly and constructively by representing all sections of the community.

Be aware of the effects of our own behaviour and actions on others and make reasonable and manageable demands to ensure co-operation and involvement.

Promote an effective working environment with colleagues, officers, partner organisations and members of the public and be flexible in providing solutions to deliver improvements and resolve issues.

Drive continuous improvement by taking ownership and responsibility to improve the way things are done, supporting, motivating and empowering others to achieve their full potential.

Actively engage and encourage the community to participate in the services they receive, to help the Council improve the quality of its services and make best use of its resources.

Acts as a critical friend by identifying opportunities for scrutiny inside and outside the Council and by providing constructive challenge and feedback to ensure delivery of high performing, quality services.

Consistently articulate and actively model the Council's core values, demonstrating through example, the pride in being an elected member and representing the interests of Barnsley's communities.

Act as an ambassador and advocate of the Council, building a culture that delivers the best results for Barnsley and its communities.

Drive forward community participation to create stronger more resilient communities who collectively are committed to improving their local area and the town of Barnsley.

Empower communities to be proud of their areas and to help them shape local services to meet the need of the area.



# Item 25

**24 May 2021 -  
30 May 2021**

May 2021							June 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
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17	18	19	20	21	22	23	21	22	23	24	25	26	27
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31													

**24 May**

- 14:00 - 14:30 Dearne Area Council
- 14:00 - 14:30 North Area Council

**27 May**

- 10:00 - 10:30 Council
- 14:00 - 14:30 North East Area Council

**25 May**

**28 May**

**26 May**

- Reserved for Member Training

**29 May**

**30 May**

# 31 May 2021 - 6 June 2021

May 2021							June 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
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17 18	19 20	21 22	23	24 25	26 27	28 29	14 15	16 17	18 19	20			
31							21 22	23 24	25 26	27			

## 31 May

☐ Spring Bank Holiday

## 3 June

☐ 10:00 - 10:30 Penistone Area Council

## 1 June

☐ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

☐ 14:00 - 14:30 Overview and Scrutiny Committee

## 4 June

## 2 June

☐ 10:00 - 10:30 Cabinet

☐ 16:00 - 16:30 Audit Committee

## 5 June

## 6 June

# 7 June 2021 - 13 June 2021

June 2021						
Mo	Tu	We	Th	Fr	Sa	Su
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July 2021						
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## 7 June

☐ Reserved for Member Training

## 10 June

☐ 14:00 - 14:30 Health and Wellbeing Board (Business Meeting)

## 8 June

☐ 14:00 - 14:30 Planning Regulatory Board

## 11 June

## 9 June

☐ Reserved for Member Training

## 12 June

## 13 June

# 14 June 2021 - 20 June 2021

June 2021						
Mo	Tu	We	Th	Fr	Sa	Su
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26	27	28	29	30	31	


**14 June**

**17 June**

**15 June**

**18 June**

**16 June**

 10:00 - 10:30 Cabinet

**19 June**

**20 June**

# 21 June 2021 - 27 June 2021

June 2021						
Mo	Tu	We	Th	Fr	Sa	Su
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July 2021						
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26	27	28	29	30	31	

## 21 June

☐ Reserved for Member Training

☐ 10:30 - 11:00 Raise the Flag for Armed Forces

## 24 June

## 22 June

## 25 June

☐ 10:00 - 10:30 South Area Council

## 23 June

☐ 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board (to be cancelled if not required)

## 26 June

☐ Armed Forces Day

## 27 June

# 28 June 2021 - 4 July 2021

June 2021						
Mo	Tu	We	Th	Fr	Sa	Su
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28	29	30				

July 2021						
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**28 June**

**1 July**

**29 June**

■ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

■ 14:00 - 14:30 Overview and Scrutiny Committee

**2 July**

**30 June**

■ 10:00 - 10:30 Cabinet

**3 July**

**4 July**

# 5 July 2021 - 11 July 2021

July 2021						
Mo	Tu	We	Th	Fr	Sa	Su
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August 2021						
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30	31					

## 5 July

## 8 July

☐ LGA Conference

## 6 July

☐ LGA Conference

☒ 14:00 - 14:30 Planning Regulatory Board

## 9 July

## 7 July

☐ LGA Conference

☒ 14:00 - 14:30 Central Area Council

## 10 July

☐ 00:00 Barnsley's Big Weekend →

☐ Mayor's Parade

## 11 July

☐ ← 00:00 Barnsley's Big Weekend

# 12 July 2021 - 18 July 2021

July 2021							August 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
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26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

## 12 July

■ 14:00 - 14:30 Member Development Working Party

## 15 July

□ Reserved for Member Information Briefing

■ 16:00 - 16:30 Civic Service (moved from 17th June)

## 13 July

## 16 July

## 14 July

■ 10:00 - 10:30 Cabinet

## 17 July

## 18 July



# 19 July 2021 - 25 July 2021

July 2021							August 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
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5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

## 19 July

■ 14:00 - 14:30 North Area Council

## 22 July

■ 10:00 - 10:30 Penistone Area Council

■ 14:00 - 14:30 North East Area Council

## 20 July

■ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

■ 14:00 - 14:30 Overview and Scrutiny Committee

## 23 July

## 21 July

## 24 July

## 25 July

# 26 July 2021 - 1 August 2021

July 2021						
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## 26 July

- 10:00 - 10:30 Dearne Area Council
- 16:00 - 16:30 (Provisional) Audit Committee

## 29 July

- 10:00 - 10:30 Council

## 27 July

- 14:00 - 14:30 Planning Regulatory Board

## 30 July

## 28 July

- 16:00 - 16:30 Audit Committee (subject to legislative changes)

## 31 July

## 1 August

# 2 August 2021 - 8 August 2021

August 2021							September 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
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2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

**2 August**

**5 August**

 14:00 - 14:30 Health and Wellbeing Board (Workshop Meeting)

**3 August**

**6 August**

**4 August**

**7 August**

**8 August**

# 9 August 2021 - 15 August 2021

August 2021						
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September 2021						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**9 August**

**12 August**

**10 August**

**13 August**

**11 August**

**14 August**

**15 August**

# 16 August 2021 - 22 August 2021

August 2021						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**16 August**

**19 August**

**17 August**

**20 August**

**18 August**

 10:00 - 10:30 Cabinet (subject to sufficient business)

**21 August**

**22 August**

# 23 August 2021 - 29 August 2021

August 2021						
Mo	Tu	We	Th	Fr	Sa	Su
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## 23 August

☐ Holiday Week

## 26 August

☐ Holiday Week

## 24 August

☐ Holiday Week

## 27 August

☐ Holiday Week

## 25 August

☐ Holiday Week

## 28 August

## 29 August

# 30 August 2021 - 5 September 2021

August 2021						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## 30 August

☐ August Bank Holiday

## 2 September

## 31 August

☐ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

☐ 14:00 - 14:30 Planning Regulatory Board

## 3 September

☐ 10:00 - 10:30 South Area Council

## 1 September

☐ 14:00 - 14:30 Central Area Council

## 4 September

## 5 September

# 6 September 2021 - 12 September 2021

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 6 September

10:00 - 10:30 Dearne Area Council

## 9 September

## 7 September

14:00 - 14:30 Overview and Scrutiny Committee

## 10 September

## 8 September

10:00 - 10:30 Cabinet

14:00 - 14:30 Reserved for General/Statutory Licensing  
Regulatory Board (to be cancelled if not required)

## 11 September

## 12 September



# 13 September 2021 - 19 September 2021

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**13 September**

**16 September**

**14 September**

☐ Reserved for Member Information Briefing

**17 September**

**15 September**

☐ 16:00 - 16:30 Audit Committee

**18 September**

**19 September**

# 20 September 2021 - 26 September 2021

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 20 September

- 10:00 - 10:30 North Area Council (Please note Change in Time for This Meeting)
- 14:00 - 14:30 Member Development Working Party

## 23 September

- 10:00 - 10:30 Penistone Area Council
- 14:00 - 14:30 North East Area Council

## 21 September

## 24 September

## 22 September

- 10:00 - 10:30 Cabinet

## 25 September

## 26 September

# 27 September 2021 - 3 October 2021

September 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 27 September

■ 16:00 - 16:30 Reserved for Audit Committee (subject to legislative changes)

## 30 September

■ 10:00 - 10:30 Council

## 28 September

■ 14:00 - 14:30 Planning Regulatory Board

## 1 October

## 29 September

## 2 October

## 3 October

# 4 October 2021 - 10 October 2021

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## 4 October

☐ Reserved for Member Training

## 7 October

☐ 14:00 - 14:30 Health and Wellbeing Board (Business Meeting)

## 5 October

☐ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

## 8 October

## 6 October

☐ 10:00 - 10:30 Cabinet

## 9 October

## 10 October

# 11 October 2021 - 17 October 2021

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**11 October**

**14 October**

**12 October**

 14:00 - 14:30 Overview and Scrutiny Committee

**15 October**

**13 October**

 14:00 - 14:30 Audit Committee Training Session

**16 October**

**17 October**

# 18 October 2021 - 24 October 2021

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**18 October**

**21 October**

**19 October**

☐ Reserved for All Member Information Briefing

**22 October**

☐ 10:00 - 10:30 South Area Council

**20 October**

☐ 10:00 - 10:30 Cabinet

**23 October**

**24 October**

# 25 October 2021 - 31 October 2021

October 2021						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**25 October**

**28 October**

**26 October**

 14:00 - 14:30 Planning Regulatory Board

**29 October**

**27 October**

 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board (to be cancelled if not required)

**30 October**

**31 October**

# 1 November 2021 - 7 November 2021

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 1 November

## 4 November


☐ Reserved for Member Training

## 2 November

 14:00 - 14:30 Overview and Scrutiny Committee

## 5 November

## 3 November

 10:00 - 10:30 Cabinet

## 6 November

## 7 November

 11:00 - 11:30 Remembrance Sunday



# 8 November 2021 - 14 November 2021

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 8 November

■ 14:00 - 14:30 Member Development Working Party

## 11 November

■ 11:00 - 11:30 Armistice Day

## 9 November

■ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

## 12 November

## 10 November

■ 14:00 - 14:30 Central Area Council

## 13 November

## 14 November

# 15 November 2021 - 21 November 2021

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## 15 November

 10:00 - 10:30 Dearne Area Council


## 18 November

 Reserved for All Member Briefing

## 16 November

## 19 November

## 17 November

 10:00 - 10:30 Cabinet

## 20 November

## 21 November

# 22 November 2021 - 28 November 2021

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 22 November

## 25 November

☐ Christmas Lights Switch On

☐ 10:00 - 10:30 Council

☐ 14:00 - 14:30 North East Area Council

## 23 November

☐ 14:00 - 14:30 Planning Regulatory Board

## 26 November

## 24 November

☐ Reserved for Member Training

## 27 November

## 28 November

# 29 November 2021 - 5 December 2021

November 2021						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## 29 November

■ 14:00 - 14:30 North Area Council

## 2 December

■ 10:00 - 10:30 Penistone Area Council

## 30 November

■ 14:00 - 14:30 Overview and Scrutiny Committee

## 3 December

## 1 December

■ 10:00 - 10:30 Cabinet

■ 16:00 - 16:30 Audit Committee

## 4 December

## 5 December

# 6 December 2021 - 12 December 2021

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 6 December

■ 10:00 - 10:30 JECC Annual Meeting

## 9 December

■ 14:00 - 14:30 Health and Wellbeing Board (Workshop Meeting)

## 7 December

■ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

## 10 December

## 8 December

## 11 December

## 12 December

# 13 December 2021 - 19 December 2021

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 13 December

## 16 December

■ 16:00 - 16:30 Civic Carol Service

## 14 December

□ Reserved for Member Information Briefing

## 17 December

■ 10:00 - 10:30 South Area Council

## 15 December

■ 10:00 - 10:30 Cabinet

## 18 December

## 19 December

# 20 December 2021 - 26 December 2021

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**20 December**

**23 December**

**21 December**

 14:00 - 14:30 Planning Regulatory Board

**24 December**

**22 December**

 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board (to be cancelled if not required)

**25 December**

☐ Christmas Day

**26 December**

☐ Boxing Day

# 27 December 2021 - 2 January 2022

December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 27 December

☐ Special Bank Holiday (in lieu of Christmas Day)

## 30 December

☐ Office Closed

## 28 December

☐ Special Bank Holiday (in lieu of Boxing Day)

## 31 December

☐ Office Closed

## 29 December

☐ Office Closed

## 1 January

## 2 January



# 3 January 2022 - 9 January 2022

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## 3 January

☐ Special Bank Holiday (in lieu of New Year's Day)

## 6 January

## 4 January

## 7 January

## 5 January

## 8 January

## 9 January

# 10 January 2022 - 16 January 2022

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**10 January**

**13 January**

**11 January**

■ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

■ 14:00 - 14:30 Overview and Scrutiny Committee

**14 January**

**12 January**

■ 10:00 - 10:30 Cabinet

**15 January**

**16 January**

# 17 January 2022 - 23 January 2022

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## 17 January

10:00 - 10:30 Dearne Area Council

14:00 - 14:30 North Area Council

## 20 January

Reserved for Member Training

## 18 January

14:00 - 14:30 Planning Regulatory Board

## 21 January

## 19 January

16:00 - 16:30 Audit Committee

## 22 January

## 23 January

# 24 January 2022 - 30 January 2022

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## 24 January

■ 14:00 - 14:30 Member Development Working Party

## 27 January

■ 14:00 - 14:30 North East Area Council

## 25 January

□ Reserved for Member Information Briefing

## 28 January

## 26 January

■ 10:00 - 10:30 Cabinet

## 29 January

## 30 January

# 31 January 2022 - 6 February 2022

January 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## 31 January

☐ Reserved for Member TRaining

## 3 February

☐ 10:00 - 10:30 Council (Including HRA)

☐ 14:00 - 14:30 Health and Wellbeing Board (Business Meeting)

## 1 February

## 4 February

## 2 February

☐ 14:00 - 14:30 Central Area Council

## 5 February

## 6 February

# 7 February 2022 - 13 February 2022

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## 7 February

☐ Reserved for Member Training

## 10 February

☐ 10:00 - 10:30 Penistone Area Council

## 8 February

☐ 10:00 - 10:30 reserved for General/Statutory Licensing Panel (to be cancelled if not required)

☐ 14:00 - 14:30 Overview and Scrutiny Committee

## 11 February

## 9 February

☐ 10:00 - 10:30 Cabinet

## 12 February

## 13 February

# 14 February 2022 - 20 February 2022

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## 14 February

## 17 February

☐ Reserved for Member Information Briefing

## 15 February

 14:00 - 14:30 Planning Regulatory Board

## 18 February

 10:00 - 10:30 South Area Council

## 16 February

 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board (to be cancelled if not required)

## 19 February

## 20 February

# 21 February 2022 - 27 February 2022

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## 21 February

☐ Reserved for Member Training

## 24 February

☐ 10:00 - 10:30 Council (Budget)

## 22 February

## 25 February

## 23 February

☐ 10:00 - 10:30 Cabinet

## 26 February

## 27 February



# 28 February 2022 - 6 March 2022

February 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**28 February**

**3 March**

 **10:00 - 10:30 Provisional Council (for Budget if not determined on 24th February)**

**1 March**

**4 March**

**2 March**

**5 March**

**6 March**

# 7 March 2022 - 13 March 2022

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**7 March**

**10 March**

**8 March**

■ 10:00 - 10:30 Reserved for General/Statutory Licensing Panel  
(to be cancelled if not required)

■ 14:00 - 14:30 Overview and Scrutiny Committee

**11 March**

**9 March**

■ 10:00 - 10:30 Cabinet

**12 March**

**13 March**

# 14 March 2022 - 20 March 2022

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## 14 March

10:00 - 10:30 Dearne Area Council

14:00 - 14:30 North Area Council

## 17 March

## 15 March

14:00 - 14:30 Planning

## 18 March

## 16 March

16:00 - 16:30 Audit Committee

## 19 March

## 20 March

# 21 March 2022 - 27 March 2022

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## 21 March

■ 14:00 - 14:30 Member Development Working Party

## 24 March

■ 14:00 - 14:30 North East Area Council

## 22 March

■ 14:00 - 14:30 Overview and Scrutiny Committee

## 25 March

## 23 March

■ 10:00 - 10:30 Cabinet

## 26 March

## 27 March

# 28 March 2022 - 3 April 2022

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**28 March**

**31 March**

■ 10:00 - 10:30 Council

**29 March**

■ Reserved for Member Information briefing

**1 April**

**30 March**

■ 14:00 - 14:30 Central Area Council

**2 April**

**3 April**

# 4 April 2022 - 10 April 2022

April 2022							May 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

## 4 April

## 7 April

- 10:00 - 10:30 Penistone Area Council
- 14:00 - 14:30 Health and Wellbeing Board (Workshop Meeting)

## 5 April

- 10:00 - 10:30 Reserved for General/Statutory Licensing Panel (to be cancelled if not required)

## 8 April

- 10:00 - 10:30 South Area Council

## 6 April

- 10:00 - 10:30 Cabinet

## 9 April

## 10 April

# 11 April 2022 - 17 April 2022

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## 11 April

☐ Reserved Member Training

## 14 April

☐ Reserved for Member Training

## 12 April

☐ 14:00 - 14:30 Planning

## 15 April

☐ Good Friday

## 13 April

☐ 16:00 - 16:30 Audit Committee

## 16 April

## 17 April

# 18 April 2022 - 24 April 2022

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## 18 April

☐ Easter Monday

## 21 April

## 19 April

☐ Reserved for Member Information Briefing

## 22 April

## 20 April

☐ 10:00 - 10:30 Cabinet

☐ 14:00 - 14:30 Reserved for General/Statutory Licensing  
Regulatory Board (to be cancelled if not required)

## 23 April

## 24 April



# 25 April 2022 - 1 May 2022

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**25 April**

**28 April**

**26 April**

 14:00 - 14:30 Overview and Scrutiny Committee

**29 April**

**27 April**

 14:00 - 14:30 Central Area Council

**30 April**

**1 May**

# 2 May 2022 - 8 May 2022

May 2022							June 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

## 2 May

☐ May Day Bank Holiday

## 5 May

☐ Municipal Elections

## 3 May

☐ 10:00 - 10:30 Reserved for General/Statutory Licensing Panel  
(to be cancelled if not required)

☐ 14:00 - 14:30 Planning

## 6 May

## 4 May

☐ 10:00 - 10:30 Cabinet

## 7 May

## 8 May

# 9 May 2022 - 15 May 2022

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## 9 May

 10:00 - 10:30 Dearne Area Council

 14:00 - 14:30 North Area Council

## 12 May

 Reserved for Member Training

## 10 May

## 13 May

## 11 May

 Reserved for Member Training

## 14 May

## 15 May

# 16 May 2022 - 22 May 2022

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**16 May**

**19 May**

☐ Reserved for Member Training

**17 May**

☐ Reserved for Member Information Briefing

**20 May**

☐ 18:00 - 18:30 Annual Council

**18 May**

☐ 10:00 - 10:30 Cabinet

**21 May**


**22 May**

# 23 May 2022 - 29 May 2022

May 2022							June 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

**23 May**

**26 May**

 **10:00 - 10:30 Council**

 **14:00 - 14:30 North East Area Council**

**24 May**

**27 May**

**25 May**

 **Reserved for Member Training**

**28 May**

**29 May**

# 30 May 2022 - 5 June 2022

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## 30 May

## 2 June

☐ Spring Bank Holiday

## 31 May

☐ 10:00 - 10:30 Reserved for General/Statutory Licensing Panel  
(to be cancelled if not required)

☐ 14:00 - 14:30 Overview and Scrutiny Committee

## 3 June

☐ Platinum Jubilee Bank Holiday

## 1 June

☐ 10:00 - 10:30 Cabinet

☐ 16:00 - 16:30 Audit Committee

## 4 June

## 5 June

# 6 June 2022 - 12 June 2022

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 6 June

☐ Reserved for Member Training

## 9 June

☐ 10:00 - 10:30 Penistone Area Council

☐ 14:00 - 14:30 Health and Wellbeing Board (Business Meeting)

## 7 June

☐ 14:00 - 14:30 Planning

## 10 June

## 8 June

☐ Reserved for Member Training

## 11 June

## 12 June

# 13 June 2022 - 19 June 2022

June 2022							July 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5				1	2	3
6	7	8	9	10	11	12		4	5	6	7	8	9
13	14	15	16	17	18	19		11	12	13	14	15	16
20	21	22	23	24	25	26		18	19	20	21	22	23
27	28	29	30					25	26	27	28	29	30
												31	

13 June

16 June

14 June

17 June

15 June

10:00 - 10:30 Cabinet

18 June

19 June



# 20 June 2022 - 26 June 2022

June 2022							July 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5				1	2	3
6	7	8	9	10	11	12		4	5	6	7	8	9
13	14	15	16	17	18	19		11	12	13	14	15	16
20	21	22	23	24	25	26		18	19	20	21	22	23
27	28	29	30					25	26	27	28	29	30
												31	

## 20 June

☐ Reserved for Member Training

## 23 June

## 21 June

## 24 June

☐ 10:00 - 10:30 South Area Council

## 22 June

☐ 14:00 - 14:30 Reserved for General/Statutory Licensing  
Regulatory Board (to be cancelled if not required)

## 25 June

## 26 June

# 27 June 2022 - 3 July 2022

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## 27 June

- 10:00 - 10:30 Cabinet(moved to Monday to avoid clash with LGA)
- 14:00 - 14:30 Central Area Council

## 30 June

- LGA Conference (TBC)

## 28 June

- LGA Conference (TBC)
- 10:00 - 10:30 Reserved for General/Statutory Licensing Panel (to be cancelled if not required)
- 14:00 - 14:30 Overview and Scrutiny Committee

## 1 July

- LGA Conference (TBC)

## 29 June

- LGA Conference (TBC)

## 2 July

## 3 July

# 4 July 2022 - 10 July 2022

July 2022							August 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				


## 4 July

 10:00 - 10:30 Dearne Area Council

## 7 July

 Reserved for Member Information Briefing

## 5 July

 14:00 - 14:30 Planning

## 8 July

## 6 July

## 9 July

## 10 July

# 11 July 2022 - 17 July 2022

July 2022							August 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

## 11 July

■ 14:00 - 14:30 Member Development Working Party

## 14 July

■ 14:00 - 14:30 North East Area Council

## 12 July

## 15 July

## 13 July

■ 10:00 - 10:30 Cabinet

## 16 July

## 17 July

# 18 July 2022 - 24 July 2022

July 2022							August 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

## 18 July

■ 14:00 - 14:30 North Area Council

## 21 July

■ 10:00 - 10:30 Penistone Area Council

## 19 July

■ 10:00 - 10:30 Reserved for General/Statutory Licensing Panel  
(to be cancelled if not required)

■ 14:00 - 14:30 Overview and Scrutiny Committee

## 22 July

## 20 July

## 23 July

## 24 July

# 25 July 2022 - 31 July 2022

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## 25 July

■ 16:00 - 16:30 Audit Committee

## 28 July

■ 10:00 - 10:30 Council

## 26 July

■ 14:00 - 14:30 Planning

## 29 July

## 27 July

■ 10:00 - 10:30 Cabinet

■ 16:00 - 16:30 Audit Committee (subject to legislative change)

## 30 July

## 31 July

# 1 August 2022 - 7 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**1 August**

**4 August**

 14:00 - 14:30 Health and Wellbeing Board (Workshop Meeting)

**2 August**

**5 August**

**3 August**

**6 August**

**7 August**

# 8 August 2022 - 14 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**8 August**

**11 August**

**9 August**

**12 August**

**10 August**

**13 August**

**14 August**



# 15 August 2022 - 21 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**15 August**

**18 August**

**16 August**

**19 August**

**17 August**

 10:00 - 10:30 Cabinet (subject to sufficient business)

**20 August**

**21 August**

# 22 August 2022 - 28 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## 22 August

☐ Holiday Week 

## 25 August

☐ Holiday Week 


## 23 August

☐ Holiday Week 

## 26 August

☐ Holiday Week 

## 24 August

☐ Holiday Week 

## 27 August

## 28 August

# 29 August 2022 - 4 September 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## 29 August

☐ August Bank Holiday

## 1 September

## 30 August

☐ 10:00 - 10:30 Reserved for General/Statutory Licensing Panel  
(to be cancelled if not required)

☐ 14:00 - 14:30 Planning

## 2 September

☐ 10:00 - 10:30 South Area Council

## 31 August

## 3 September

## 4 September

# 5 September 2022 - 11 September 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 5 September

14:00 - 14:30 Central Area Council

## 8 September

## 6 September

14:00 - 14:30 Overview and Scrutiny Committee

## 9 September

## 7 September

10:00 - 10:30 Cabinet

14:00 - 14:30 Reserved for General/Statutory Licensing  
Regulatory Board (to be cancelled if not required)

## 10 September

## 11 September

# 12 September 2022 - 18 September 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 12 September

10:00 - 10:30 Dearne Area Council

14:00 - 14:30 North Area Council

## 15 September

## 13 September

Reserved for Member Information Briefing

## 16 September

## 14 September

16:00 - 16:30 Audit Committee

## 17 September

## 18 September

# 19 September 2022 - 25 September 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 19 September

■ 14:00 - 14:30 Member Development Working Party

## 22 September

■ 10:00 - 10:30 Penistone Area Council

■ 14:00 - 14:30 North East Area Council

## 20 September

## 23 September

## 21 September

■ 10:00 - 10:30 Cabinet

## 24 September

## 25 September

# 26 September 2022 - 2 October 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 26 September

■ 16:00 - 16:30 Reserved for Audit Committee (subject to legislative changes)

## 29 September

■ 10:00 - 10:30 Council

## 27 September

■ 14:00 - 14:30 Planning

## 30 September

## 28 September

## 1 October

## 2 October

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