

MEETING:	Full Council
DATE:	Friday, 17 May 2019
TIME:	6.00 pm
VENUE:	Council Chamber, Barnsley Town Hall

AGENDA

1. Election of Mayor for the Municipal Year 2019/20

To receive nominations for and elect to the office of Mayor of the Barnsley Metropolitan Borough for the Municipal Year 2019/20.

(At this stage the meeting will adjourn to enable the Mayor to robe)
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 his/her appointment.
4. Thanks to the retiring Mayor

To convey the best thanks of the council to the retiring Mayor, Councillor S Green, for the manner in which he has discharged his duties.
5. Presentation to the Retiring Mayor

To present to Councillor S Green a replica of the medallion attached to the chain of office as Mayor for the year 2018/19 in recognition of the Council's appreciation of the services rendered by him to the Borough during this period.
6. Retiring Mayor

The Retiring Mayor will make a response.
7. Election of Deputy Mayor for the Municipal Year 2019/20

To receive nominations for and elect to the office of Deputy Mayor for the Municipal Year 2019/20.
8. 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.
9. Council Constitution (*Pages 19 - 60*)

To receive a report of the Executive Director Core Services on proposed changes to the Council Constitution.

10. Local Government and Public Involvement in Health Act 2007

(a) 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:-

Portfolio	Cabinet Member	Cabinet Support Member
Deputy Leader	Councillor Andrews BEM	-
Without Portfolio	Councillor Howard	Councillor Charlesworth
Core	Councillor Gardiner	Councillor Franklin
Adults and Communities	Councillor Platts	Councillor Sumner
Children's Services	Councillor Bruff	Councillor Saunders
Place (Environment and Transportation)	Councillor Lamb	Councillor Tattersall
Place (Regeneration and Culture)	Councillor Cheetham	Councillor Frost

Member Community Cohesion Champion	Councillor Williams
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11. Appointment of Chair persons of Area Councils

To note the appointment by the Leader of the following Chairpersons of the Area Councils detailed:-

Central Area Council	Councillor W Johnson
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 Daniel Griffin

12. Allocation of Seats on the Overview and Scrutiny Committee and Regulatory Boards (Pages 61 - 64)

To receive a report of the Executive Director Core Services on the allocation of seats on the Overview and Scrutiny Committee and Regulatory Boards.

13. Appointment of Overview and Scrutiny Committee

To receive nomination for and appoint to membership of the Overview and Scrutiny Committee for the ensuing year:

Overview & Scrutiny Committee:

Proposed – Councillors Bowler, Carr, T Cave, Clarke, Ennis OBE, Felton, Fielding, Frost, Gollick, Green, Daniel Griffin, Hand-Davis, Hayward, Higginbottom, Hunt, W Johnson, Leech, Lodge, Lofts, Makinson, McCarthy, Mitchell, Newing, Noble, Phillips, Richardson, Smith, Stowe, Sumner, Tattersall, Williams, Wilson, Wraith MBE and Wright together with Co-opted Member Ms K Morritt (Parent Governor)

Thriving and Vibrant Economy work stream (to be drawn from the membership of the Overview and Scrutiny Committee):

Proposed - Councillors Clarke, Ennis OBE, Felton, Green, Hand-Davis, Hunt, Lofts, Noble, Richardson, Stowe, Sumner and Wright

People achieving their Potential work stream (to be drawn from the membership of the Overview and Scrutiny Committee):

Proposed – Councillors T Cave, Ennis OBE, Frost, Daniel Griffin, Hayward, Lodge, Makinson, Mitchell, Newing, Smith, Tattersall and Williams

Strong and Resilient Communities work stream (to be drawn from the membership of the Overview and Scrutiny Committee):

Proposed – Councillors Bowler, Carr, Ennis OBE, Fielding, Gollick, Higginbottom, W Johnson, Leech, McCarthy, Phillips, Wilson and Wraith MBE

14. Appointment of Chairpersons of the Overview and Scrutiny Committee, the Work stream 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.

	Proposed Chairpersons
Overview and Scrutiny Committee and Work Stream Committees	Councillor Ennis OBE
Task and Finish Group 1	Councillor Lab
Task and Finish Group 2	Councillor Carr
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.

15. Appointment of Regulatory Boards

To receive nominations for and appoint to membership of the following Regulatory Boards for the ensuing year:-

Planning

Proposed – Councillors D Birkinshaw, T Cave, Clarke, Danforth, Eastwood, Frost,

Gillis, Gollick, Greenhough, David Griffin, Hand-Davis, Hayward, Higginbottom, Leech, Lofts, Makinson, Markham, McCarthy, Mitchell, Noble, Richardson, Smith, Spence, Stowe and Williams together with 1 vacancy (Lib Dem)

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

Proposed – Councillors D Birkinshaw, P Birkinshaw, A Cave, Cherryholme, Danforth, Dyson, Eastwood, Franklin, Gillis, Green, Greenhough, Daniel Griffin, C Johnson, W Johnson, Kitching, Murray, Phillips, Pickering, Saunders, Shepherd, Spence, Sumner, Tattersall, Wilson, Wraith MBE and Wright

Statutory Licensing

Proposed – Councillors P Birkinshaw, A Cave, Franklin, Green, Daniel Griffin, W Johnson, Kitching, Phillips, Saunders, Shepherd, Spence, Sumner, Tattersall, Wilson and Wraith MBE

Appeals, Awards and Standards

Proposed – Councillors D Birkinshaw, Bowler, A Cave, T Cave, Charlesworth, Cherryholme, Clarke, Danforth, Franklin, Gillis, Green, Daniel Griffin, C Johnson, W Johnson, Kitching, Lodge, Makinson, Markham, Mitchell, Murray, Pickering, Saunders Shepherd, Stowe, Wilson and Wright together with Messrs S Carvell, M Moore and D Waxman as Independent persons for the purposes of the relevant provision of the Local Government Act 2000 as amended by the Localism Act 2011 with regard to the investigation of ethical standards complaints

16. Appointment of Chairpersons of Regulatory Boards

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

Board	Proposed Chairperson
Planning Regulatory	Councillor D Birkinshaw
General Licensing Regulatory	Councillor Wraith MBE
Statutory Licensing Regulatory	Councillor Wraith MBE
Appeals, Awards and Standards	Councillor Shepherd

17. Appointment of Audit Committee

Proposed – Councillors Barnard, P Birkinshaw, Lofts and Richardson together with co-opted members Ms K Armitage and Ms D Brown and Mr S Gill, Mr P Johnson and Mr M Marks.

18. Appointment of Chairpersons and Vice-Chairpersons of Audit Committee

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

- 19.** Appointment of Joint Employees Consultative Committee
- Proposed – Councillors Andrews BEM, P Birkinshaw, Bruff, Cheetham, Gardiner, Gillis, Sir Steve Houghton CBE, Howard, Lamb and Platts
- 20.** Appointment of Children's Homes Visiting Panel
- Proposed – Councillors T Cave, Felton, Frost, Gillis, Phillips, Tattersall and Williams
- 21.** Appointment of Member Development Working Party
- Proposed – Councillors P Birkinshaw, A Cave, Charlesworth, Eastwood, Howard, W Johnson, Kitching, Lofts, Richardson and Williams
- 22.** Appointment of Fostering Panel
- Proposed – Councillor x1
- 23.** Appointment of Corporate Parenting Panel
- Proposed – Cabinet Spokesperson and Cabinet Support Member for Children's Services together with Councillors Carr, Greenhough, C Johnson, Makinson, Mitchell, Shepherd, Tattersall and Williams
- 24.** Appointment of Adoption Panel
- Proposed – Councillor Newing
- 25.** Appointment of Armed Forces Champion
- Proposed – Councillor Hayward
- 26.** Constitution of the Ward Alliances and Area Councils and Area Councils and Appointment of Joint Authority Representatives etc.

(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 T Cave

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)

South Yorkshire City Region Combined Authority Audit Committee and Overview and Scrutiny Committee

Proposed – Chair of Overview and Scrutiny Committee and Chair of Audit Committee – Councillor Lofts Substitute for the Overview & Scrutiny Committee)

(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 D Birkinshaw, 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

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 x 2 plus Councillor x1 (Substitute)

South Yorkshire Sub Regional Migration Group

Proposed – Cabinet Spokesperson for Adults and Communities

South Yorkshire Trading Standards Committee

Proposed – Howard and Cheetham and Councillor Gardiner (Substitute)

Yorkshire Purchasing Organisation Management Committee

Proposed – Councillors Barnard and Gardiner

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

Association for Public Service Excellence

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

Barbers Relief in Need Charity

Proposed – Councillors A Cave, T Cave and Howard

Barnsley and Rotherham Chamber of Commerce Representative Council

Proposed – Councillor Cheetham

Barnsley Business

Proposed – Councillor Danforth, C Johnson and Noble

Barnsley Business and Innovation Centre Committee

Proposed – Cabinet Spokesperson for Place Regeneration & Culture
Councillor Andrews and Councillor Frost (Substitute)

Barnsley Children and Young People's Trust Executive Group

Proposed – Cabinet Spokesperson for Children's Services

Barnsley Children's Safeguarding Partnership

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

Barnsley Civic Enterprise Limited Board

Proposed – Councillor Cheetham

Barnsley Economic Partnership

Proposed – Leader and Cabinet Spokesperson for Place (Regeneration and Culture)

Barnsley Ex Service Personnel Fund

Proposed – Mayor, Deputy Mayor, Councillors P Birkinshaw, Hayward, Leech, Platts and one vacancy and the Chief Executive

Barnsley Health of Children in Care Leaver's Steering Group

Proposed – Cabinet Support Member for Children's Services

Barnsley Hospital NHS Foundation Trust Council of Governors

Proposed – Cabinet Spokesperson for Adults and Communities

Barnsley Local Access Forum

Proposed – Cabinet Spokesperson for Place (Environment and Transportation)

Barnsley Magistrates Court Liquor Licensing Forum

Proposed – Chair of Licensing Regulatory Board, Deputy Leader and Wilson and one Member from the Overview & Scrutiny Committee

Barnsley MBC/Berneslai Homes Quarterly Liaison Meeting

Proposed – Cabinet Spokesperson for Regeneration and Culture

Barnsley MBC/TARA Liaison Meeting

Proposed – Cabinet Support Member for Regeneration and Culture

Barnsley Miller Partnership Ltd

Proposed – Cabinet Spokesperson for Core Services

Barnsley Premier Leisure Board

Proposed – Cabinet Support Member for Place (Environment and Transport)

Barnsley Safeguarding Adults Board

Proposed – Cabinet Spokesperson and Support Member for Adults and Communities

BDR Joint Waste Board

Proposed – Cabinet Spokesperson for Place (Environment and Transport) and

Councillor Howard

Captain Allott Charity

Proposed – Councillor Eastwood to fill vacancy

Cudworth United Charities

Proposed – Councillors Sir Steve Houghton CBE and Wraith MBE

Dearne Playhouse Community Theatre Charitable Incorporated Organisation

Proposed – Councillor Noble

Design Advisory Panel

Proposed – Cabinet Spokesperson for Place (Regeneration and Culture) and Councillor Bruff

Environmental Protection UK

Proposed – Councillor Cheetham and Lofts and one vacancy

Fare Share Yorkshire

Proposed – Councillor Platts

Food Health and Policy Review Committee

Proposed – Councillor Leech

Friends of Locke Park

Proposed – Councillors Murray and Williams

George Beaumont Foundation

Proposed – Councillors Howard and Spence and one vacancy

Hazelhead Liaison Committee

Proposed – Councillor Greenhough

Joint Health Overview and Scrutiny Committee to support Health Service Change in South Yorkshire, Bassetlaw and North Derbyshire

Proposed – Chair of Overview and Scrutiny Committee

Leeds City Region Business Innovation and Growth Panel

Proposed – Cabinet Spokesperson for Place (Regeneration and Culture)

Leeds City Region Place Panel

Proposed – Cabinet Spokesperson for Place (Regeneration and Culture)

Maurice Dobson Charity

Proposed – Councillor Smith

Minding the Gap Multi Agency Steering Group

Proposed – Deputy Leader

National Coal Mining Museum

Proposed – Councillor Richardson and Councillor Frost (Substitute)

Norfolk Property Services Joint Venture Company

Proposed – Cabinet Spokesperson for Core Services

Oakwell Community Assets Joint Venture Company

Proposed – Cabinet Spokesperson for Core Services and Cabinet Spokesperson for Place (Regeneration and Culture)

PATROL Adjudication Joint Committee

Proposed – Cabinet Spokesperson for Place (Environment and Transportation)

Peak District National Park Authority

Proposed – Chair of Planning Regulatory Board

Penistone School Trust

Proposed – Councillor Barnard

Regional Network for Lead Members of Children's Services

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

SACRE

Proposed – Councillors Markham, Shepherd, Tattersall, Williams and Wilson

Safer Barnsley Partnership Board

Proposed – Cabinet Spokesperson for Adults and Communities, 1 Police and Crime Representative (vacancy) and Section 41 Representative on the Fire & Rescue Authority

Safer Roads Partnership

Proposed – Councillor Leech

Schools Forum

Proposed – Councillors Tattersall and one vacancy

Shaw Lands Trust

Proposed – Councillors D Birkinshaw, Hayward, Mitchell, Richardson, Sumner and Williams together with Mr M Price and Mr T Sheard and one vacancy

Sheffield City Region Business Growth Board

Proposed – Leader

Sheffield City Region Housing Board

Proposed – Councillor x 1 (vacancy)

Sheffield City Region Infrastructure Board

Proposed – Councillor Cheetham

Sheffield City Region Skills and Employability Board

Proposed – Councillor Cheetham

Sheffield City Region Transport Board

Proposed – Councillor Leech

SIGOMA

Proposed – Leader and Cabinet Spokesperson for Core Services (Observer)

South West Yorkshire Partnership NHS Foundation Trust

Proposed – Cabinet Support Member for Adults and Communities

South Yorkshire Leaders' Meeting

Proposed – Leader and Deputy Leader together with substitute Members
Cabinet Spokespersons for Core Services and Place (Regeneration and Culture)

Stronger Communities Partnership

Proposed – Cabinet Spokesperson for Adults and Communities and Section 41 Representative Fire & Rescue Authority

The Industrial Communities Alliance

Proposed – Councillors Franklin and Shepherd Councillor
Cheetham(Substitute)

Trans-Pennine Reference Group

Proposed – Cabinet Spokesperson for Place (Environment and
Transportation)

Trans-Pennine Trail Members Steering Group

Proposed – Councillors Hand-Davis and Wilson

Virtual School Governors

Proposed – Cabinet Spokesperson and Support Member for Children's
Services and Councillors Carr and Makinson and 6 vacancies

Welcome to Yorkshire

Proposed – Cabinet Support Member for Place (Regeneration & Culture)

Western Area Rural Transport Partnership

Proposed – Councillors Barnard, Hand-Davis and one vacancy

Wombwell Town Lands Charity

Proposed – Councillors Eastwood, Frost and Daniel Griffin and Mr J Cooper

Yorkshire and Humberside Pollution Advisory Council

Proposed – Councillor x 1 vacancy

Yorkshire Libraries and Information Committee

Proposed – Cabinet Support Member for Adults and Communities

Yorkshire Regional Flood and Coastal Committee

Proposed – Cabinet Spokesperson for Place (Environment and
Transportation) and Cabinet Support Member for Place (Environment and
Transportation) (Substitute)

27. Terms of Reference of the Full council, Regulatory Boards and Committees and
Functions Delegated to Officers (*Pages 65 - 104*)

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

28. Council Timetable 2019/20 (Pages 105 - 178)

- (a) To confirm the dates of the ordinary meetings of the Council for the Municipal Year 2019/20, all commencing at 10.30 am;
- (b) To agree that the next Annual Meeting of the Council will be held on Friday 22nd May, 2020; and
- (c) To confirm the dates for the remaining meetings shown in the Council Calendar for 2019/20.

Notice of Motion Submitted in Accordance with Standing Order No 6

29. Notice of Motion - Standing Orders of the Council - amendments

Note: If the Motion is moved and seconded it will stand deferred without discussion until the next meeting to be held on the 23rd May, 2019 in accordance with Standing Order No. 41

Proposer – Councillor Sir Steve Houghton CBE

Seconder – Councillor Andrews BEM

That the Standing Orders of the Council be amended to read as follows:

- 1. Standing Order 11.

11. QUESTIONS

(1) A Member may:

- (a) In relation to the business of the Council ask the Mayor or the appropriate Cabinet Spokesperson or Chairperson of any Regulatory Board, any question that has been delivered in writing or alternatively by e mail to the Director of Core Services in the Council Governance Unit in the Town Hall not later than six clear working days before the date of the meeting of the Council, where it will be dated, numbered in the order in which it was received, and entered in a book which will be open to the inspection of every Member
- (b) The Chief Executive will set out in the Summons for every meeting of the Council all questions received under paragraph (a) and not withdrawn in writing.
- (c) With the permission of the Mayor, ask the Mayor or the appropriate Cabinet Spokesperson or the Chairperson of any Regulatory Board any question relating to urgent business as approved by the Mayor under Standing Order 5, of which a copy has been delivered to the Executive Director Core Services

(2) (a) Every question will be read by the Chief Executive in the order in which they have been received in accordance with paragraph a) above and answered

without discussion provided that no reply shall exceed five minutes in length

b) The person to whom a question has been put may decline to answer or may ask another appropriate Chairperson or Spokesperson as he/she specifies to reply to such question.

c) When a convenient reply cannot be given orally, a written answer may be circulated to all Members of the Council.

d) If following the expiry of a period of thirty minutes there remain any questions which have not been replied to orally such question shall be dealt with by way of a written answer circulated to all members of the Council

e) In the event that a question has been received from more than one political group represented on the Council or from any member of the Council who is not a member of a political group then the order in which such questions will be read out by the Chief Executive under paragraph a) shall be altered and shall be read out by way of rotation beginning with the relevant question first received

2. Standing Order 12

12. QUESTIONS RELATING TO JOINT AUTHORITIES OR THE POLICE AND CRIME PANEL

(3) The question must be delivered in writing to the Executive Director Core Services in the Council Governance Unit in the Town Hall not later than six clear working day before the date of the Council Meeting

3. Standing Order 8

8. MOTIONS WHICH REQUIRE NOTICE TO BE GIVEN

(1) The following motions may be moved on notice given in writing to the Chief Executive not later than one clear working day before the date of the meeting at which it is to be moved, and the Chief Executive or his/her representative will read the motion aloud prior to it being spoken to:

(a) the withdrawal of recommendations or resolutions of Regulatory Boards, Scrutiny Committees or Area Councils as set out in the Council Summons, and adoption of recommendations or resolutions substituted therefore

;

(b) amendments to motions set out in the Council Summons unless the withdrawal or amendment is of a motion of which a copy has not been circulated with the Council Summons

Notice of amendment to motion

Proposer – Councillor Kitching

Seconder – Councillor Greenhough

This Council notes the amendments to the standing orders of the Council submitted by Cllr Sir Steve Houghton CBE.

It proposes further amendments to standing order 11, numbered i to iii, as are highlighted in bold in the text below.

11. QUESTIONS

(1) A Member may:

(a) In relation to the business of the Council ask the Mayor or the appropriate Cabinet Spokesperson or Chairperson of any Regulatory Board, any question that has been delivered in writing or alternatively by e mail to the Director of Core Services in the Council Governance Unit in the Town Hall not later than six clear working days before the date of the meeting of the Council, where it will be dated, numbered in the order in which it was received, and entered in a book which will be open to the inspection of every Member

(b) The Chief Executive will set out in the Summons for every meeting of the Council all questions received under paragraph (a) and not withdrawn in writing.

(c) With the permission of the Mayor, ask the Mayor or the appropriate Cabinet Spokesperson or the Chairperson of any Regulatory Board any question relating to urgent business as approved by the Mayor under Standing Order 5, of which a copy has been delivered to the Executive Director Core Services.

Amendment (i)

(d) In relation to the business of the Council, a Member be permitted to ask the Mayor, or the appropriate Cabinet Spokesperson, or Chairperson of any Regulatory Board an urgent written question if the matter the subject of that question could not have been foreseen at the time of the deadline for the submission of questions. In these circumstances, such questions should be delivered in writing or alternatively by email to the Executive Director Core Services in the Council Governance Unit in the Town Hall not later than 5.00pm one clear working day before the date of the Council meeting

(2) (a) Every question will be read by the Chief Executive in the order in which they have been received in accordance with paragraph a) above and answered without discussion provided that no reply shall exceed five minutes in length.

b) The person to whom a question has been put may decline to answer or may ask another appropriate Chairperson or Spokesperson as he/she specifies to reply to such question.

c) When a convenient reply cannot be given orally, a written answer may be circulated to all Members of the Council.

Amendment (ii) in relation to supplementary questions:

(d) When an oral reply to a question asked under paragraph (1)(a) above has

been given, the Member asking the question may, with the permission of the Mayor, ask one supplementary question of the same person. The answer to such a question will be dealt with as provided in paragraph (a) above.

Amendment (iii) Removal of paragraphs below:

(d) If following the expiry of a period of thirty minutes there remain any questions which have not been replied to orally such question shall be dealt with by way of a written answer circulated to all members of the Council

(e) In the event that a question has been received from more than one political group represented on the Council or from any member of the Council who is not a member of a political group then the order in which such questions will be read out by the Chief Executive under paragraph a) shall be altered and shall be read out by way of rotation beginning with the relevant question first received

No further amendments are proposed to standing orders 12 and 8.

A handwritten signature in black ink that reads "Diana Terris". The signature is written in a cursive style with a large, sweeping initial 'D'.

Diana Terris
Chief Executive

Thursday, 9 May 2019

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BARNSELEY METROPOLITAN BOROUGH COUNCIL (BMBC)

This matter is not a Key Decision within the council's definition and has not been included in the relevant Forward Plan.

Report of the Executive Director Core Services

PROPOSED CHANGES TO THE OVERVIEW AND SCRUTINY COMMITTEE (OSC)

1. Purpose of report

- 1.1 The purpose of this report is to outline proposed changes to the Overview and Scrutiny Committee (OSC) to ensure it continues to be fit for purpose. As a result of this, proposed amendments to documents outlining the Council's Constitution are attached.

2. Recommendations

- 2.1 **It is recommended that the amendments to the Council's Constitution set out at Appendix 1, be approved**
- 2.2 **It is recommended that the revised terms of reference for the Overview and Scrutiny Committee set out at Appendix 2, be approved.**
- 2.3 **It is recommended that the revised Member arrangements for Corporate Parenting and Safeguarding Children set out at Appendix 3, be approved.**

3. Introduction/Background

- 3.1 Since the Cabinet decision (Cab.10.10.2012/6) to change the way the Council carried out its Overview and Scrutiny functions, the OSC has continued to undergo changes to ensure it continues to be fit for purpose. The links to the relevant reports which outline the changes are listed in Section 17 of this report.
- 3.2 During 2017/18 OSC Members were surveyed with regards to how the function was operating and participated in a workshop to review their comments. The session also included feedback sought from Witnesses who had attended meetings as experts in their field to answer questions from OSC Members.
- 3.3 The feedback identified both positives regarding the current structure as well as areas which could be improved to aid Members in challenging performance and ensuring the continued improvement of services.
- 3.4 During this time, the Council has continued on its Future Council improvement journey. This has included our Children's Social Care Services recently gaining a 'Good' rating following an OFSTED (Office for Standards in Education, Children's Services and Skills) inspection.
- 3.5 As a result of the changes highlighted above and the feedback from OSC Members; it is appropriate that the current Scrutiny arrangements are amended accordingly to enable Elected Members to appropriately challenge services.

4. Proposals and justification

- 4.1 To maintain the positive elements of the current OSC structure and respond to feedback from OSC Members as well as acknowledge the improvements in Council services, it is proposed that:
- The OSC increases its Membership to 34 Councillors instead of the current 26.
 - The OSC continues to meet formally 12 times per year in total however will meet 3 times per year in plenary mode to consider Safeguarding topics including continuing the private briefing on Children's Social Care performance and other significant issues, such as substantial National Health Service (NHS) changes.
 - For the remaining 9 meetings, Committee Members will allocate time to 3 workstreams which will each meet 3 times per year consisting of 12 Elected Members, aligned to the Council priorities of:
 - Thriving and Vibrant Economy
 - People Achieving Their Potential
 - Strong and Resilient Communities
 - The OSC will appoint 1 Chair who will chair all 12 formal OSC meetings
 - The OSC maintains 3 Task and Finish Groups (TFGs) to undertake detailed investigations which will be chaired by 3 TFG Lead Members
- 4.2 In practice OSC Members will be required to attend all plenary meetings as well as the meetings of one of the workstreams. However all OSC Members are able to attend all OSC meetings should they wish.
- 4.3 By making these changes the OSC continues the positive mixture of OSC and TFG meetings; maintains 1 OSC Chair to provide consistency across meetings; and increases the involvement of non-executive Members in scrutiny.
- 4.4 Safeguarding business will be undertaken by all 34 OSC Members in plenary sessions, such as considering the Safeguarding Children Board and Safeguarding Adults Board Annual Reports as well as the private briefing on Children's Social Care Performance. This reduces the frequency of the OSC receiving private briefings on Children's Social Care performance in line with the improved performance acknowledged by Ofsted; however maintains the important focus on this area of Scrutiny work. Safeguarding considerations will be a feature of all workstreams to ensure services are protecting the most vulnerable. However, safeguarding will be a key feature of the 'People Achieving Their Potential' workstream in challenging services to ensure they are achieving the outcome that 'children and adults are safe from harm'.
- 4.5 The OSC will continue to develop a work programme based on the Council's overall priorities which is cognisant of other bodies such as the Council's Corporate Parenting Panel to avoid duplication of effort. This will be shared with the Council's Cabinet with the acceptance that it is subject to change to enable the timely consideration of issues as appropriate.
- 4.6 The OSC will continue to co-opt statutory representatives of the Anglican and Catholic Dioceses and Parent Governors who will be invited to attend all meetings. Where appropriate, the OSC will co-opt individuals with particular experience or expertise who can contribute to its work.

- 4.7 To enable the effective scrutiny of services, training and briefings will continue to be provided for committee members to assist with their understanding of topics as well as specialist items such as Children's Social Care performance.

5. Implications for local people / service users

- 5.1 By endorsing the work to continue to improve the Scrutiny function, this will help the continued improvement of services delivered in our communities. By increasing the number of Members on the committee this will give better representation from across our communities.

6. Financial implications

- 6.1 There are no direct financial implications arising from this report.
- 6.2 It is noted however that the work of Scrutiny helps to ensure the delivery of value for money services across the Borough.

7. Employee implications

- 7.1 There are no direct employee implications arising from this report.

8. Communications implications

- 8.1 It is noted that the work of Scrutiny keeps under review the performance of the council and other relevant organisations in providing safeguarding and other services to Barnsley communities. Proactive communication about these services and activities takes place on a regular, planned basis as part of the communication strategy for each directorate.

9. Consultations

- 9.1 Consultation has taken place with Elected Members and the Council's Senior Management Team.

10. The Corporate Plan and the Council's Performance Management Framework

- 10.1 The work of Scrutiny contributes to the achievement of and improvement in services in relation to a number of outcomes identified in the Council's Corporate Plan Performance Report.
- 10.2 Children's and adults' services, in particular to those who are vulnerable, are a high priority for the council and the work of Scrutiny promotes this emphasis and contributes to performance improvement.

11. Tackling health inequalities

- 11.1 Ensuring the wellbeing and safeguarding of our adults and children continues to be a priority for the Council and its partners. The work of Scrutiny contributes to this work in highlighting issues and ensuring appropriate plans are in place to address them.

12. Risk management and health & safety issues

- 12.1 Scrutiny of service performance both of the Council and its partners contributes towards the effective control and mitigation of risks relating to the delivery of services including the protection of vulnerable adults and young people in the Borough.
- 12.2 The amendments to the Overview and Scrutiny function will be reflected in the Council's Risk Management Framework accordingly.

13. Promoting equality & diversity and social inclusion

- 13.1 The work of Scrutiny promotes equality and diversity and social inclusion throughout all its work in considering the performance of and improvement in services. The Committee will continue to consider the impact of service provision on all Barnsley communities including vulnerable groups. The involvement of co-optees on the OSC and its TFGs will also enable the committee to further involve those from our diverse communities; thereby promoting social inclusion.

14. Reduction of crime & disorder

- 14.1 As part of Scrutiny's role in performance management and service improvement, work is specifically undertaken in relation to the reduction of crime and disorder through the consideration of particular services and work with partners. As a result of a recent TFG report, a recommendation has been made to the Police Crime Panel to undertake further investigation into Policing and Mental Health Services.

15. Appendices

- 15.1 Appendix 1 – Proposed Amendments to the Council's Constitution
Appendix 2 – Proposed Terms of Reference – Overview and Scrutiny Committee
Appendix 3 – Proposed Member arrangements for Corporate Parenting and Safeguarding Children

16. Glossary

- 16.1 NHS - National Health Service
OFSTED - Office for Standards in Education, Children's Services and Skills
OSC - Overview and Scrutiny Committee
TFG - Task and Finish Group

17. Background papers

- 17.1 Cabinet reports relating to the revised Scrutiny arrangements are available on the links below:
- Member Governance arrangements Cab.10.10.2012/6:
<http://barnsleymbc.moderngov.co.uk/Data/Cabinet/201210101000/Agenda/cab%2010%2010%202012%20c6.pdf>
 - Revised arrangements for scrutiny of Children's Services / Safeguarding Cab.20.5.2015/10:
<http://barnsleymbc.moderngov.co.uk/Data/Cabinet/201505201000/Agenda/item%20j10.pdf>

- Safeguarding Scrutiny Committee - Review of Arrangements
Cab.15.6.2016/14:
<http://barnsleymbc.moderngov.co.uk/documents/s10571/Safeguarding%20Scrutiny%20Committee%20-%20Review%20of%20Arrangements.pdf>
- Review of the Overview and Scrutiny Committee (OSC) safeguarding
workstream Cab.3.05.2017/15:
<https://barnsleymbc.moderngov.co.uk/documents/s19783/Review%20of%20the%20Overview%20and%20Scrutiny%20Committee%20Safeguarding%20Workstream.pdf>

Officer Contact: Anna Marshall, Scrutiny Officer **Date:** 3rd May 2019

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BARNSELY METROPOLITAN BOROUGH COUNCIL

OVERVIEW AND MAIN PROVISIONS OF THE CONSTITUTION

1. PURPOSE OF DOCUMENT

- 1.1** This document gives an overview and sets out the main provisions of the Council's constitution as agreed by the full Council on 10th May 2001, together with subsequent amendments introduced for example following a review in April 2005. A further update of the Council's governance arrangements was undertaken in November 2012, the implications of which are explained below.

2. OVERVIEW OF ARRANGEMENTS

- 2.1** The arrangements set out in the constitution are summarised in the following sections of this document:

	<i>Arrangement</i>	<i>Section</i>
(a)	Form and roles of the Executive (Cabinet)	3
(b)	The full Council	4
(c)	Arrangements for Overview and Scrutiny	5
(d)	Member arrangements for Corporate Parenting and Safeguarding Children	6
(e)	Area Arrangements	7
(f)	Standards of Member Conduct - Arrangements for addressing Ethical Standards Issues	8
(g)	Other Regulatory Functions (Planning; Licensing; and Appeals, Awards, and Standards Regulatory Boards)	9
(h)	Members' Allowances	10
(i)	Arrangements for Senior Officer Appointments (Appointment Panels)	11
(j)	Arrangements for Risk Management	12
(k)	Access to Meetings and Information	13
(l)	The Constitution	14
(m)	Review Arrangements	15
(n)	Availability of Constitution Documentation	16
(o)	Employee Aspects	17
(p)	Officer Contacts	18

- 2.2 More detailed aspects of the arrangements are covered in the set of documents that comprise the remainder of the Council's constitution. These are referred to in the appropriate sections of this document.

3. FORM AND ROLES OF THE EXECUTIVE

- 3.1 As agreed by the full Council on 15th February 2001, the form of executive operating in Barnsley is that of Leader and Cabinet. On 17th December 2009 the Council adopted a revised Leader and Cabinet model, as required by the Local Government and Public Involvement in Health Act 2007. Detailed features of the Leader and Cabinet arrangement are set out below.

3.1.1 The Executive Role

- 3.1.2 The Cabinet is responsible for making recommendations to the full Council on the authority's policy and budget framework, and for the coordination and performance of Council services and functions within the agreed policy and budget framework. The Cabinet also approves proposals that fall within the definition of a Key Decision (see section 3.7 below), and which have significant implications for a number of services. Details of Cabinet's decision-making powers are set out in the terms of reference and scheme of delegation contained in the constitution.

- 3.1.3 In recognition of the need to allow Cabinet to focus on strategic issues, Council agreed to delegate executive decision-making power on more routine issues to the individual Cabinet Spokespersons with responsibility for the service concerned. Cabinet Spokespersons are therefore authorised to take decisions on all matters other than those that are:-

- (a) Executive functions delegated by the Cabinet to officers of the Council;
- (b) Executive functions that, subject to statute, the authority has resolved should be reserved for determination by full Council, on the recommendation of Cabinet;
- (c) Executive functions that the authority has resolved should be reserved for determination by Cabinet meeting collectively;
- (d) Matters reserved by statute for determination by the full Council, or delegated to Regulatory Boards or officers by the full Council; and
- (e) Executive functions delegated to other bodies under specific statutory provisions.

- 3.1.4 Details of the arrangements for decision-making by individual Cabinet Spokespersons, including relevant procedures, are included in the terms of reference and scheme of delegation referred to above.

- 3.1.5 In recognition of the status of the full Council as the authority's sovereign legislative body, the terms of reference and scheme of delegation provide for the maintenance of a "strong" full Council, by reserving principally for its determination all of those executive functions where this Council has discretion under statute to do so. However, consideration has been given to

the statutory guidance, which provides that where these functions - mainly with regard to control of pollution and other environmental protection functions - involve the preparation of a strategic policy for the Council, the draft plan or strategy should be considered in the first instance by the Cabinet.

- 3.1.6 The terms of reference and scheme of delegation also provide that the responsibility for determining the scheme of delegations for functions which are, under statute, not the responsibility of the Executive, will be reserved for full Council, although the Cabinet may make recommendations to the full Council on such delegations.

3.2 Budget Virement

- 3.2.1 It is acknowledged that, in the absence of any delegations, full Council's approval is required for the formation of, and any variation to, the Council's budget and policy framework. In view of this it is provided that, subject to the requirements of Financial Regulations, the following arrangements, determined in consultation with the Executive Director, Core Services, will apply in respect of budget virement:
- (a) The Chief Executive and Executive Directors shall have delegated authority to vire amounts up to and including £250,000 in any one instance within a service in their respective Directorate budgets for employees, premises, supplies and services, and transport, with the exception of virements affecting expenditure on the sub headings for rates, insurances, planned maintenance, central support charges, administrative building charges, grant aided schemes, energy management, professional fees (for architects, engineers, etc.) and financing charges, subject to the Financial Regulations, which provides for additional exclusions.
 - (b) Individual Cabinet members shall have delegated authority to approve variations and virements at an unlimited amount to overall capital or revenue programmes, provided the cost can be contained within the overall budgetary allocation for the service concerned. However, this is subject to the Financial Regulations and the associated Code of Practice, which provide for exclusions. Individual Cabinet members also have delegated authority to approve variations to overall capital or revenue programmes by the inclusion of additional schemes funded from whatever source, where that funding has been specifically provided for the scheme in question and the Council has no discretion as to the use of that funding.
 - (c) Cabinet shall have delegated authority to approve variations to overall capital or revenue programmes in respect of the cost of schemes which cannot be contained within the budgetary allocation for the service concerned, except where this represents a variation to the Council's strategy in establishing the relevant programme.
 - (d) Authority shall be reserved to full Council to approve variations to overall capital or revenue programmes in respect of the cost of schemes which cannot be contained within the budgetary allocation for the service concerned, where this represents a variation to the Council's strategy in establishing the relevant programme.

- 3.2.2 As with all aspects of the constitution, virement arrangements will be subject to periodic review.

3.3 Composition of the Cabinet

- 3.3.1 The Cabinet comprises the Leader of the Council plus seven additional Members. Only elected members of the Council are eligible for membership of the Cabinet. The Cabinet is composed wholly of members of the majority party on the Council, but the membership of most other member bodies of the Council will be broadly proportionate to the political composition of the Council as a whole, as required by the Local Government and Housing Act 1989. The exemptions in relation to political proportionality are the membership of the Area Councils and Ward Alliances (see Section 7), which comprise the members for the relevant electoral wards.

- 3.3.2 As required by the Local Government and Public Involvement in Health Act 2007, the Council adopted in December 2009 a revised Leader and Cabinet model of executive governance. The 2007 Act requires the appointment of the Leader for a four year term (starting in May 2010), subject to review should the person appointed cease to be an elected member of the Council during the term or if they no longer command a majority of seats on the Council. The Leader of the Council therefore has responsibility for determining the arrangements for the discharge of executive functions (including the number of Cabinet Spokespersons, the distribution of services between their portfolios, and the delegation of responsibilities), and the appointment of Cabinet Spokespersons. The executive governance arrangements in place before May 2010 have largely been retained following the adoption of the revised arrangements.

- 3.3.3 Each member of the Cabinet has a portfolio, comprising a group of responsibilities and services or issues in which they specialise. A Cabinet Member leads Cabinet discussions on issues relevant to his or her portfolio and takes decisions where appropriate in accordance with the delegated arrangements outlined at paragraph 3.1.3. From time to time the distribution of portfolios between Members of the Cabinet is rotated, the most recent “rotation” being in May 2013. There was a further review of the services within each portfolio in June 2014, when these were aligned to the Future Council directorates that will be operational from April 2015.

- 3.4 The allocation of responsibilities and services or issues to each of the portfolios is as follows:

3.41 Leader of the Council:

To appoint the Cabinet and determine responsibility for Executive functions; to appoint Area Council Chairs; to Chair meetings of the Cabinet; to lead on policy and budget matters; responsibility for issues relating to: Community Strategy and Planning; Regeneration (in its broadest sense); Sub-Regional, Regional and European issues.

3.42 Deputy Leader of the Council:

To deputise for the Leader of the Council, when necessary; Responsibility for issues in the Core Services Directorate relating to Legal Services, Elections & Land Charges, Town Twinning and the Governance support to Joint

Authorities, and ceremonial aspects of the Registration Service; Licensing matters that fall within the purview of the Executive of the Council; Issues relating to Public Health Protection, including Regulatory Services, Trading Standards/Environmental Health, including the Dog Warden service, the Core Offer to the Clinical Commissioning Group for Health Care and Health Improvement and Public Health Strategy and Advice

3.43 Cabinet Spokesperson without Portfolio:

Responsibility for issues relating to: the training and development of Elected Members and the provision of the necessary facilities to perform their duties effectively; Member representation on and attendance at Council bodies and outside organisations; Issues relating to the management and organisation of Cabinet business; Responsibility for issues in the Core Services Directorate relating to the Governance and Member Support business unit.

3.44 Core Services Spokesperson:

Responsibility for issues relating to: Taxation and Benefits assessments (including free school meals administration) and Debt Recovery; Commercial and Transactional Services including financial assessments; Accounting, Budgeting and Professional and Specialist Finance; Risk Management, Internal Audit and Corporate Fraud; Corporate Commissioning, Procurement and Contracting; Human Resources Business Advisory Service; Schools and Traded Services; Pay, Reward and Recruitment; Organisational Management and Talent Management; Business Intelligence; Customer Feedback and Improvement; Disclosure and Barring Service; Employee Wellbeing / Occupational Health Unit; Health, Safety and Emergency Resilience; Performance Management; Organisational and Workforce / Member Development; Corporate Programmes and Projects; Consultation; Change Management and Business Improvement; Support for Overview and Scrutiny; Communications and Marketing; Equality and Inclusion

3.45 Adults and Communities Spokesperson:

Responsibility for issues relating to: Adult Assessment and Care Management; Safeguarding and Social Workers; Assessment Care Planning; Self Directed Support Teams; Reviews; Emergency Duty Team; Customer Services/Contact Point; Customer Services development; Digital First, including Digital Strategy, web content and design; Information Technology hardware and software development, configuration and maintenance; Application training and customer liaison/support; IT procurement; Business analysis; Council's information governance and security; Records Management; Applications Management and Support (web mobile working); Libraries; Welfare Rights; Disable Facilities Grants / Equipment and Adaptations; Independent Living at Home Services, Day Opportunities and Supporting Living, and Carers Support; Sensory Impairment Services; Housing Options; School Catering Services; Registration Service; Community Safety and Community Enforcement; Gypsies and travellers; Landlords; Community Safety, Domestic Violence, Victim and Witness Support; Drugs and Alcohol Service, including Prevention; Think Family, Troubled Families; Graffiti Removal; Area Councils and Community Engagement, Volunteering and relationship with Third Sector/Private Sector; Community Health and Wellbeing and Promoting Healthy Lifestyles; Community Cohesion; Clean and Green and Parks and Allotments

3.46 Children's Services Spokesperson:

To act as the Designated Leader Member for Children's Services under Section 19 of the Children Act 2004

Responsibility for issues relating to: Education Welfare; Social Care and Safeguarding Quality and Standards; Children's Social Care; Quality Assurance; Access, Assessment, Care Planning and Reviews; Advocacy; Adoption and Fostering; Children's Residential and Leaving Care Service; Stronger Families; Education Strategic Planning, including School Improvement Strategy; Improvement Advisers and Brokerage; Early Years and Family Information Services; Quality of early years provision and integrated child provision for 2-3 year olds including Children's centres; Special Educational Needs; Outdoor Education; School Admissions; School organisation and school places, including strategies for Academies and Free Schools; School Governor Services; Leaving Care Services; Integrated Youth Services; Youth Council, Youth Voice and Participation

3.47 Place (Environment & Transportation) Spokesperson:

Responsibility for issues relating to: Bereavement Services; Waste Management and Recycling; Highways and Network Management, Bridges and Footpath Maintenance; Trans Pennine Trail; Street Lighting; Safer Roads/School Crossing Patrol strategy and operations; Drainage and Reservoirs and Flood Management; Transport, including Home to School Travel and Looked After Children and specialist transport, Transport Strategy including PTE, and Fleet Management; Street Cleansing, Litter Picking and Fly Tipping; Car Parks and Car Parking; Grounds Maintenance, Horticulture and Arboriculture; Sports and Active Lifestyle

3.48 Place (Regeneration & Culture) Spokesperson:

Responsibility for issues relating to: Support for Business and Start Up, Business Growth and Inward Investment; Regeneration; Worklessness, Skills and Enterprise; Adult Learning and Apprenticeships; Spatial Planning and Infrastructure, including Building Control/Development Control, SYMAS and Highways Development Control; Planning Enforcement; Strategic asset management including acquisition and disposals; Property valuations, condition surveys and management of maintenance; Energy and Carbon management; Tenanted non-residential property management and management of PFI and BSF schools; Community asset transfers and assets of community value; Hybrid mail, parcel services and digital printing; Building support and portage (excluding Records Management); Town Centre Management, including Town Centre Market and strategic market development; District Markets; Housing Strategy and Growth; Private Sector Housing, Affordable Housing and Contract and Client Management for Berneslai Homes; Energy and Sustainability; Culture and Visitor Economy

3.5. Cabinet Support Members

- 3.5.1 Cabinet Spokespersons are expected to attend every meeting of the Cabinet. However, it is recognised that they may occasionally be absent due to holidays, illness, and any unavoidable commitments that may arise in

exceptional circumstances. Previously, this was provided for by the appointment of Deputy Cabinet Spokespersons, which are not permitted in their previous form by the Local Government Act 2000. The legislation does however recognise the value in Cabinet members receiving support from other designated members, and makes provision for this. Arrangements have therefore been made for the Leader of the Council to appoint a Cabinet Support Member for Cabinet Spokespersons, with the exception of the Leader and Deputy Leader of the Council.

- 3.5.2 This Member attends Cabinet meetings to speak on behalf of their absent colleague to help the Cabinet in its deliberations, but is not able to vote on matters at Cabinet. Cabinet Support members receive the level of officer support consistent with performing this role from time to time. Cabinet Support members also give the Cabinet Spokesperson support in exercising their duties and act as a “sounding board” on developing issues.
- 3.5.3 Unlike Cabinet members, Cabinet Support members are not excluded from membership of Scrutiny Committees, although they are expected to withdraw from any meetings where matters on which they had helped the Cabinet are under consideration. In view of their role, where Cabinet Support members have helped Cabinet on a particular matter they cannot be required by Scrutiny Committees to give evidence on those matters, nor act as a substitute for a Cabinet Spokesperson in scrutiny proceedings.

3.6 Arrangements for Cabinet meetings

- 3.6.1 The Cabinet meets on a fortnightly basis on Wednesday mornings and holds other meetings as necessary. Decisions by individual Cabinet Spokespersons will be taken at meetings held specifically for the purpose, as and when required.
- 3.6.2 As far as possible, decision-making both by Cabinet and individual Spokespersons will be based on consideration of written reports. All Cabinet meetings that take formal decisions will be held in public, except for those items which contain Exempt or Confidential Information as defined by Schedule 12A to the Local Government Act 1972, where Cabinet considers that it is in the public interest for those matters to be kept confidential. Meetings held by individual Spokespersons will not be open to the press or public but papers on which those decisions are based will be available for inspection, subject to the exemptions in the 1972 Act referred to above.
- 3.6.3 The Cabinet will occasionally meet in private in order, for example, to develop its proactive member-lead agenda, or to allow Cabinet members to undertake preliminary soundings with colleagues on forthcoming issues. However, these meetings will be purely deliberative, to identify issues for formal consideration at a future meeting to be held in public.
- 3.6.4 The fortnightly frequency for formal Cabinet meetings adopted in September 2001 allows time for the Cabinet and Senior Management Team to develop strategy and corporate management at special meetings for that purpose. In addition, the full Council approved a detailed review of the delegations to officers in October 2003 that reduced the more routine workload of collective Cabinet meetings and established, through detailed terms of reference, a more strategic focus for those meetings. There was a further review, increasing officer delegated limits, in November 2014.

- 3.6.5 The rules for proceedings of meetings of the Cabinet and access to papers are set out in Section 13 of this document.

3.7 Key Decisions

- 3.7.1 Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012, requires each local authority to agree a definition of a “Key Decision”, based on outline guidance in the Regulations. The executive of the local authority is required to set out in a publicly available document (known in Barnsley as the 'Forward Plan') any decision falling within this definition that it is likely to take in the coming four months, as far as it is known. At least 28 days notice of a Key Decision must be given.

- 3.7.2 This authority has adopted the following definition of a Key Decision:

- (a) Any decision relating to the approval of or variation to the Council’s budget and policy framework that is reserved in the Council’s constitution for determination by full Council on a recommendation from Cabinet, subject to the application of virement limits,
or;
- (b) Any decision which will result in income, expenditure, or savings, with a gross full year effect of £500,000 or greater, whether or not the item has been included in the relevant approved budget and including the provision by the Council of loans to third parties, with the exception of:
 - (i) decisions that are a direct consequence of implementing a previous Key Decision, and where it was in the contemplation of members when they made the original Key Decision;
 - (ii) bids for funding of £500,000 or more made by the Council to third parties, where a further report will be submitted for approval of the scheme should the bid be successful;
 - (iii) expenditure that is inevitable (as defined by the Executive Director, Core Services) for the day to day provision of services (e.g. day to day supplies, payment of energy bills, etc.), provided that such expenditure was in the contemplation of members when the revenue budget was approved or is necessary to comply with the requirements of contracts won by the Council in competitive tender,or;
- (c) Any decision which is likely to have a significant positive or negative impact (e.g. in environmental, physical, social, or economic terms) on people living or working in communities in two or more wards. However, matters will not be Key Decisions simply because the result of a decision would be that work would be carried out in two or more wards, for example following the approval of a borough-wide programme of works.

- 3.7.3 Detailed information on the agreed content and format of the Forward Plan, and the procedure for its collation and distribution, is set out in the constitution.

3.8 Joint Arrangements

- 3.8.1 Following the passing of the Local Government Act 1985, the Council established joint arrangements for the discharge of the following functions with the other South Yorkshire District Councils (Doncaster and Rotherham MBCs, and Sheffield City Council):

South Yorkshire Archaeology Service
South Yorkshire Archives Service

- 3.8.2 Joint committees of members from each local authority are responsible for these services. Barnsley is represented on each committee by two members of the Council.
- 3.8.3 In addition, the Council operates the South Yorkshire Mining Advisory Service jointly with Doncaster and Rotherham MBCs.
- 3.8.6 The Council also has an Arm's Length Housing Management Organisation (ALMO), known as Berneslai Homes, with responsibility for the management of the Council's housing stock. Details of the arrangements and delegated functions are set out in the constitution.

4. THE FULL COUNCIL

- 4.1 The full Council is the "sovereign body" within the authority and has as substantial and as wide a role as is possible within the relevant legislation. The full Council sets the policy and budgetary framework for the authority. Detailed arrangements for the role and operation of the full Council are set out below.

4.2 Role

- 4.2.1 Within its terms of reference and delegations, the role of the Council is to exercise the following competencies:-
- (a) adopting and changing the constitution;
 - (b) approving and adopting the policy framework, which shall have been arrived at through an inclusive process involving the public and other local stakeholders, as well as councillors;
 - (c) approving and adopting the budget and setting the Council Tax;
 - (d) approving any application to the Secretary of State in respect of any housing stock transfer;
 - (e) subject to the urgency procedure contained in the Access to Information Procedures Rules, making decisions about any matter regarding the discharge of an executive function which is covered by

the policy framework or the budget, where the Cabinet is minded to make it in a manner which will be contrary to the policy framework or contrary to/not wholly in accordance with the budget;

- (f) appointing the Leader, for a four year term ;
- (g) agreeing and/or amending the terms of reference for Regulatory Boards, the Audit Committee, and Scrutiny Committees, and making appointments to them;
- (h) appointing representatives to outside bodies, unless the appointment is an executive function or has been delegated by the Council - the Secretary of State advises that executives will make appointments to outside bodies in connection with functions that are their responsibility (e.g. housing, education, social services, regeneration etc.), and that all other appointments should be made by the full Council or through delegation arrangements;
- (i) the adoption of the Scheme of Allowances for elected members;
- (j) changes in the name of the area, conferring the title of Honorary Aldermen, or Freedom of the Borough;
- (k) confirming the appointment by the appropriate Appointment Panel of the Head of Paid Service;
- (l) making, amending, revoking, re-enacting, or adopting bylaws, and promoting or opposing the making of local legislation or private bills;
- (m) Such local choice functions and functions that cannot be undertaken by the executive as are set out in the Local Authority (Functions and Responsibilities) (England) Regulations 2000, which the Council has decided shall be undertaken by either itself, rather than the executive, or by delegation to a Regulatory Board. These are included and shown in the terms of reference document; and
- (n) all other matters which, by law, must be reserved to Council.

4.3 Membership

- 4.3.1 All 63 elected members of the authority sit on the full Council.

4.4 Meeting frequency/modes

- 4.4.1 The following meetings of the Council will be held:-

- (a) Annual meeting of the Council;
- (b) Ordinary meetings of the Council;
- (c) Extraordinary meetings of the Council; and
- (d) All Member Information Briefings.

- 4.4.2 The Annual meeting of the Council in a year where there is an ordinary election of councillors takes place within 21 days of the retirement of any outgoing councillors. In any other year, annual meetings take place on a date to be determined in May.
- 4.4.3 Ordinary meetings of the Council are held roughly every 8 weeks on Thursdays with a start time of 10.30am, or such other time as the Council may determine. The Standing Orders of the Council limit to ten minutes speeches made in relation to motions and comments on minutes.
- 4.4.4 Extraordinary meetings of the Council will be held from time to time to deliberate on issues that require the urgent or specific attention of the Council and shall be convened by the Mayor or, in his/her absence, the Deputy Mayor, or by one quarter of the whole number of the members of the Council, in line with the Council's Standing Orders.
- 4.4.5 All Member Information Briefings enable councillors to receive presentations on current issues affecting the Council. This might allow officers to seek the views of members informally prior to developing a policy, or to inform them of how a new policy or initiative will be implemented. Information Briefings can also help members meet their development needs, as identified by the Members' Development Working Party. For whatever purpose the Information Briefings are arranged, they have no decision-making powers.
- 4.4.8 Chairing of All Member Information Briefings is determined at each individual meeting and is not ordinarily the responsibility of the Mayor. Given that these meetings do not have formal decision-making powers, the provisions in Schedule 12 of the Local Government Act 1972 that require the Mayor to preside at meetings of the Council if present do not apply.

5. ARRANGEMENTS FOR OVERVIEW AND SCRUTINY

- 5.1 The overview and scrutiny functions defined in Section 21(2) of the Local Government Act 2000 are discharged by the Overview and Scrutiny Committee. The business of the separate Safeguarding Services Scrutiny Committee, which considered issues in relation to the safeguarding of children and vulnerable adults, was subsumed into the work of the main Committee, on a trial basis from May 2016. This provided for the involvement of more Elected Members in the scrutiny of this activity, together with greater flexibility as to when these issues could be considered within the meetings cycle. These arrangements were confirmed in May 2017 following a review of their effectiveness.
- 5.2 From May 2019, an increased number of Members will be involved in scrutiny. The committee will meet in plenary mode to consider core safeguarding business such as the work of the Safeguarding Adults Board and Safeguarding Children Board as well as full service performance of social care services. The committee will also allocate time to 3 workstreams aligned to the Council priorities which will also allow time for consideration of other safeguarding business.

5.3 Characteristics of the Scrutiny Committees

- 5.3.1 The Committees are defined by the following characteristics:

- (a) they serve to act as promoters of the public interest;
- (b) they aim to enhance the accountability and transparency of the decision- and policy-making process;
- (c) they have a thematic or cross-cutting view of local authority business and other borough-wide issues;
- (d) they are driven by Committee members, not by Council officers;
- (e) they hold the executive to account (the scrutiny role);
- (f) they develop and review policy (the overview role);
- (g) they are able to look at issues in-depth;
- (h) they have a holistic, wide-ranging view; and
- (i) they allow councillors to represent the views of the public and others to the executive, and to ensure that these views are taken into account.

5.3.2 The Scrutiny Committees do not therefore:

- (a) act to defend the Council interest over the public interest;
- (b) scrutinise individual decisions of quasi-judicial or regulatory bodies, such as the Licensing Regulatory Board, development control issues, and other permissions, nor do they act as an appeal mechanism on any matter;
- (c) have executive, decision-making powers;
- (d) have the direct advice of senior Council officers in the manner of a traditional local government committee (although senior officers must attend Committee meetings to act as witnesses when required to do so, and must cooperate generally with the Committees' work); or
- (e) Have a narrow, service based, or "departmentalist" view of local authority business.

5.4 Role of the Scrutiny Committees

5.4.1 The Overview and Scrutiny Committee's (OSC) work programme is approved by Cabinet. It also carries out this programme through three 'Task and Finish Groups' (TFGs), which each examine specific topics and report their findings to the OSC. Each TFG usually consists of eight councillors drawn from the OSC's membership, and is chaired by a Task and Finish Group Lead.

The OSC is responsible for:

- (a) scrutinising key Cabinet decisions/recommendations, and exercising 'call-in' if deemed necessary;

- (b) scrutinising important decisions taken by other organisations;
- (c) keeping a watching brief on a wide range of performance data, for the Council and for its partners;
- (d) monitoring progress against their respective work programmes, and recommending any amendments to them to Cabinet; and
- (e) reporting findings and recommendations to Cabinet.

The OSC is also responsible for:

- (a) considering Councillor Calls for Action (CCFAs), except where they are referred to an Area Council, in which case the OSC will retain a monitoring role;
- (b) receiving and considering the findings of Task and Finish Groups;
- (c) exercising powers on behalf of the local authority, granted under Section 244 of the National Health Service (NHS) Act 2006, as amended under Section 190 of the Health and Social Care Act 2012, in relation to the scrutiny of health services in the borough;
- (d) considering matters referred to it by the local HealthWatch organisation or HealthWatch contractor, as set out in Part 21 of the Local Authority (Public Health, Health and Wellbeing Boards, and Health Scrutiny) Regulations 2013; and
- (e) acting as the authority's designated crime and disorder scrutiny committee, as set out in the Police and Justice Act 2006.

5.5 Powers of the Committees

5.5.1 The Committees may:

- (a) refer back to Cabinet for further consideration those items on which, under the Council's constitution, Cabinet can make recommendations, but which are subject to approval by the full Council;
- (b) exercise a power of "call-in" in respect of Cabinet decisions, as explained in paragraphs 5.7.1(b) and 5.7.2 below;
- (c) provide comments and advice to Cabinet on current and future executive business;
- (d) launch their own in-depth investigations and produce reports to Cabinet on important policy issues. (The agreed protocol for determining the response of Cabinet to these and other issues is included in the constitution);
- (e) require Cabinet members and senior Council officers to answer questions and give evidence at their meetings. The relevant legislation provides for attendance by any officer at a Scrutiny

Committee meeting when required, but it is considered appropriate within the Council's constitution to limit this in normal circumstances to attendance by officers of appropriate seniority; and

- (f) ask representatives of outside organisations to answer questions and give evidence at their meetings.

5.6 Responses to Scrutiny Committee Reports

- 5.6.1 The Council has a protocol on how Scrutiny Committee reports are produced, and the timescales within which Cabinet is expected to respond to them. The protocol is included in the constitution.

5.7 Membership of the Committee

- 5.7.1 Membership of the Committee is proportionate to the political composition of the Council as a whole, as required by the Local Government and Housing Act 1989. Cabinet members (but not Cabinet Support members) are excluded from membership of the Committee.
- 5.7.2 Arrangements have been made to prevent the exercise of the political whip system inhibiting the effective operation of scrutiny. The whip of the majority party applies to scrutiny only in relation to attendance and general standards of behaviour, and does not apply to speaking, questioning, or voting at Scrutiny Committee meetings.
- 5.7.3 The Committee has the power to co-opt representatives of the wider community, who are not members of the Council, which can include representatives of:-
 - Trade unions
 - Business
 - Community groups
 - The voluntary sector
 - Churches
 - Other specialist interest groups
 - Ordinary members of the public
- 5.7.4 Only those co-optees who represent the Church of England, Catholic Church, and parents (two representatives) have voting rights, as these are specifically granted by Government legislation.

5.8 Meetings of the Scrutiny Committee

- 5.8.1 The Committee meet in public, except when considering items that contain exempt or confidential information as defined by schedule 12A to the Local Government Act 1972, where it is considered that it is in the interests of the Council to exclude the press and public.
- 5.8.2 All Scrutiny Committee meetings are official Council meetings, which have a formal agenda. Minutes of Committee meetings are received by full Council as part of the Summons for ordinary Council meetings.

5.9 Rights of Scrutiny Commission Members

- 5.9.1 Scrutiny in Barnsley is a 'member led' process, with officers providing support and advice as appropriate. As well as having regular opportunities to scrutinise issues identified in the work programme, Scrutiny Committee members can also influence the Committee's agenda setting process. All non-Cabinet Members can invoke a process known as 'call-in'.
- 5.9.2 All Scrutiny Committee members (elected and co-opted) have the right to place any relevant item on the agenda of the relevant Committee and have it scrutinised. They can do this by making clear what issues they wish to scrutinise when the Committees agree their work programmes at the start of each municipal year, either formally at meetings or informally by raising the issue with the Committee Chair. The relevant procedure is set out in the Council's Standing Orders.
- 5.9.3 All members still have the right to ask for items to be scrutinised once the work programmes have been set. They can do this by bringing forward 'Councillor Calls for Action' under Section 119 of the Local Government and Public Involvement in Health Act 2007. This allows *any* elected member to refer a "local government matter" that falls within its remit to a Scrutiny Committee. Councillors can do this even if they are not a member of the relevant Committee. The Scrutiny Committees are obliged to include these 'Calls for Action' on their agenda, but have discretion regarding how they subsequently choose to address them. They can if they wish carry out a full investigation, and make recommendations for action. Alternatively they can decide, after preliminary discussion, to take no further action.
- 5.9.4 The 2007 Act defines a "local government matter" as something that:
- (i) relates to the discharge of any function of the authority;
 - (ii) affects all or part of the member's ward, or any person who lives or works in it;
- 5.9.5 The Executive Director, Core Services, will decide if specific proposals for scrutiny or Councillor Calls for Action fall within, or are relevant to, a Committee's terms of reference. If he or she judges that they do not, then the member(s) who have suggested the item(s) for scrutiny will be given reasons why this is the case.
- 5.9.6 Items accepted for scrutiny as Councillor Calls for Action will, if practicable, be placed on the agenda for the next relevant scheduled meeting of the Scrutiny Committee. If this is not practicable they will be placed on the agenda for the next but one scheduled meeting of the Scrutiny Committee. The Executive Director, Core Services, will ensure that appropriate officer support is provided to enable the Committee to undertake a preliminary investigation of items suggested by Committee members. Following these preliminary enquiries, the Committee will decide if they wish to carry out a more extensive investigation.
- 5.9.7 All non-Cabinet members have a right to ask that a decision made by the Cabinet be "called in" by a Scrutiny Committee. "Call-in" is a mechanism that prevents a decision of the executive being implemented until such time as the

Scrutiny Committee has reviewed the decision made. The “call-in” procedure is explained in more detailed in the constitution.

- 5.9.8 Where a matter is delegated to an individual Cabinet Spokesperson for a decision, Scrutiny Committees can only call-in that decision if it has not been implemented by the time the call-in request is made.

5.10 Relationship between the Overview and Scrutiny Committee and Area Councils

- 5.10.1 All elected members who sit on the Scrutiny Committee are also members of an Area Council. Members can bring forward issues raised at Area Council meetings for consideration by the Scrutiny Committee, including Councillor Calls for Action that are of a strategic nature or have implications for the whole borough.
- 5.10.2 In the course of their meetings, Area Councils may highlight issues that the Scrutiny Committee could in future investigate further from a borough-wide perspective.
- 5.10.3 In the course of its investigations the Scrutiny Committee may identify issues that are of local concern, and refer these to the relevant Area Council for consideration.

6. MEMBER ARRANGEMENTS FOR CORPORATE PARENTING AND SAFEGUARDING CHILDREN

- 6.1 In order to fulfil the Council’s duties in relation to Corporate Parenting and Safeguarding Children, the Council established informal Member Panels in 2008 and 2009 respectively. These were formalised as part of the Council’s constitution in May 2012. They were aligned to, but independent of, the Council’s Overview and Scrutiny function. The Safeguarding Children Panel was disbanded in May 2015 when the remit of the then Children’s Services Scrutiny Committee was broadened to cover safeguarding. Safeguarding is a core element of the Overview and Scrutiny Committee’s work programme. The activities of the Corporate Parenting Panel are also taken into account when the Scrutiny work programme is formulated.

7. AREA ARRANGEMENTS

7.1 Area Councils

- 7.1.1 Barnsley Council approved new governance arrangements in November 2012, to support and enable the delivery of its Corporate Plan priorities. Six Area Councils were established as Area Committees of the Executive, as defined by the Local Government Act 2000, with effect from May 2013.
- 7.1.2 Area Councils vary in size from two to five electoral wards, to reflect the borough’s natural communities as much as possible. The Chair of each Area Council is chosen by the Leader of the Council from amongst the members

representing the relevant wards, and appointed for a period of one municipal year.

- 7.1.3 Each Area Council meets 6 times per year, with appropriate officer support. Minutes are taken, approved at the following meeting, and received by full Council as appropriate. Meetings are held in public, but direct public participation is not allowed.
- 7.1.4 From 2014/15 Area Councils will be allocated devolved budgets on a proportionate basis, depending on their size. For example, Central Area Council (comprising five wards) will be allocated £500,000 for 2014/15, whilst Penistone Area Councils (comprising two wards) will receive £200,000. The purpose of these budgets is to provide local discretion on how borough-wide services can be enhanced or modified to meet the needs of the borough's many communities.
- 7.1.5 Each Area Council has drawn up an Area Plan that will set out its priorities for the local area, which will in turn help guide members' decisions on which services the Area Council should commission from its devolved budget. Local people will have an opportunity to comment on the Area Plan whilst it is still in draft form.
- 7.1.6 Area Councils will monitor the performance of services they have commissioned, to ensure they realise desired objectives and outcomes. In addition, Area Councils also scrutinise borough-wide services that are provided locally, identifying issues for attention or action.

7.2 Ward Alliances

- 7.2.1 Approval of the Council's new governance arrangements also created 21 'Ward Alliances', with the task of helping realise the Council's vision of a new relationship between itself and Barnsley's communities.
- 7.2.2 The purpose of the Ward Alliances is to:
 - (a) work effectively in partnership for the benefit of the ward, its residents, and businesses;
 - (b) develop a vision and priorities for the ward, based on ward data, community consultation, and local intelligence;
 - (c) develop a ward plan to realise this vision and these priorities, and take collective ownership to deliver that plan, using all available assets within the ward;
 - (d) make decisions based on consensus and oversee a Ward Alliance Fund, as well as any other locally delegated budgets or external grant income available to the ward;
 - (e) make arrangements to engage and consult the wider community in setting ward priorities and helping to deliver the Ward Plan;
 - (f) ensure that the strengths, skills, and assets of the ward are developed and contribute to its sustainability; and

- (g) develop a two way relationship with other bodies and organisations, such as Area Councils, receiving and acting upon decisions and advice but also providing information and making recommendations.
- 7.2.3 Each Alliance is made up of all three elected members for the relevant ward, plus at least six community representatives. Community representatives serve on the Alliance for a one year term, and are recruited and appointed by the relevant three elected members. More detail on the role of community representatives is available in the constitution.
- 7.2.4 Each Ward Alliance is chaired and vice-chaired by an elected member. Ward Alliances are not formal Council committees, and operate with minimum officer support. They are supported by their local 'neighbourhood networks', individuals and groups (e.g. school governors, neighbourhood watches, and local businesses) who are dedicated to improving life in their communities. More information about neighbourhood networks is included in the constitution.
- 7.2.5 Each Alliance has access to a Ward Alliance Fund. All Alliance members have an equal say in deciding how to spend such monies to help the Alliance realise its Ward Plan priorities. However, projects supported by the Fund have to demonstrate an element of social responsibility and be matched by a volunteer contribution. For example, members of a local football team applying for funding to buy new equipment might give something back to the community by taking part in a local litter picking campaign, or volunteering at a community gala.

8 STANDARDS OF CONDUCT – ARRANGEMENTS FOR ADDRESSING ETHICAL STANDARDS ISSUES

- 8.1 All elected members must adhere to the members' Code of Conduct, which was approved by the Council in July 2012. This includes the declaration of certain financial ('pecuniary') and other ('non-pecuniary') interests, as required by the Localism Act 2011. Any such declarations must be reported to the Council's Monitoring Officer, for inclusion in a 'Register of Members' Interests'.
- 8.2 More information about the types of interests members are required to disclose is available in the constitution. Any alleged breaches of the Code can be investigated by the Council's Appeals, Awards, and Standards Regulatory Board.
- 8.3 **Membership of the Appeals, Awards, and Standards Regulatory Board, and arrangements for meetings**
 - 8.3.1 The Appeals, Awards, and Standards Regulatory Board comprises a minimum of 21 elected members, including at least one member from each ward wherever possible. The Board is chaired by an elected member appointed by the Council to serve for one municipal year at a time.
 - 8.3.2 The Board operates through a system of panels, which carry out their business in accordance with the relevant statutory provisions governing the

matter that is the subject of the appeal or standards complaint. Panel meetings are held as and when required, and can be held in private if an appropriate explanation (which adheres to the relevant legislation) is provided. Membership of such panels is chosen from the Board by the Executive Director, Core Services, in consultation with the Chair of the Board.

- 8.3.3 Complaints about breaches of the members' Code of Conduct are first considered by the Monitoring Officer. Where it is felt that a complaint warrants further investigation, and in consultation with the Deputy Leader, an officer will be asked to undertake such an investigation and produce a report on his/her findings. The report will be submitted to a Standards Panel, which will:
- (a) consider the report and, in the event that further action is considered appropriate, arrange to hold a meeting at which the member who is the subject of the complaint is entitled to be present and heard;
 - (b) seek where appropriate the views of the Independent Person (appointed in accordance with the Localism Act 2011), and take these into account before any decision is taken with regard to the allegation; and
 - (c) recommend appropriate action be taken in accordance with powers available to the authority.

8.4 The Audit Committee

8.4.1 The Audit Committee's role is to:

- (a) provide independent assurance of the adequacy of the risk management framework and associated control environment;
- (b) 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; and
- (c) to oversee the financial reporting process.

8.4.2 The Committee's activities are driven by the requirements of internal and external audit, as well as the statutory requirements of the Accounts and Audit Regulations Plan. Detailed terms of reference are included in the constitution.

8.4.3 The Audit Committee comprises four senior elected members and five co-opted members with a background in finance and governance. Meetings are held in public, but with some business conducted in private where to do otherwise might prejudice current investigations.

8.4.4 The Committee receive reports directly from the Executive Directors, and the lead officer is the Head of Internal Audit and Risk Management. The three statutory officers - the Chief Executive, Section 151 Officer, and Monitoring Officer - support the Committee on an on-going basis, aided by other officers as appropriate.

9. OTHER REGULATORY FUNCTIONS

- 9.1 The following Regulatory Boards discharge the quasi-judicial responsibilities that the Local Government Act 2000 requires, or enables as a matter of local choice, to be treated by the Council as non-executive functions. More detail is included in the terms of reference of each Board.

9.2 Planning Regulatory Board

9.2.1 Role

The Planning Regulatory Board exercises the functions of the Council in relation to:

- (a) town and country planning, and development and building control, as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000;
- (b) highways use and regulation, as set out in Schedule 1 to the functions of the above Regulations;
- (c) minerals and waste disposal planning and control;
- (d) matters concerning the safety of sports grounds; and
- (e) supervision of all land subject to reclamation that is for the time being owned by the Council.

- 9.2.2 The Board also approves the delegation to officers of any of the above functions, as identified in the delegation section of the constitution.

9.2.3 Membership

The Board's membership is proportionate to the political composition of the Council as a whole, as required by the Local Government and Housing Act 1989, but also includes at least one elected member from each ward. Cabinet members are excluded from membership, with the exception of the Cabinet Spokesperson for the planning function, who may at the Council's discretion be included. However, he or she may not be Chair of the Board.

9.2.4 Public involvement

There will be provision for speeches by, or on behalf of, interested members of the public, on planning matters with a recognisable community impact. These are to be limited to one person speaking in favour and one against each relevant planning application, with speeches lasting no more than five minutes. More information is available in the constitution.

9.3 General Licensing Regulatory Board

9.3.1 Role

The Licensing Regulatory Board exercises the functions of the Council in relation to:

- (a) Licensing matters and licensing registrations, as set out in Schedule 1 to the Local Authorities Functions and Responsibilities (England) Regulations 2000, in relation to:-

Hackney Carriages/Private Hire
Gaming Licences
Betting Track Licences
Sex Establishments
Waste Licences
Dangerous Wild Animals Licences
Nurses Agencies Licences
House to House Collections

(NB: This excludes matters that relate to the licensing of entertainment premises under the Licensing Act 2003, which by law must be dealt with by a separate Licensing Committee);

- (b) Determination of appeals received in respect of the refusal of applications for the registration of premises for civil marriages; and
- (c) Non-executive powers under control of pollution, statutory nuisance, environmental protection, food safety regulations, and health and safety at work functions (other than as an employer).

9.3.2 The Board also approves the delegation to officers of any of the above functions, as identified in the delegation section of the constitution.

9.3.4 Membership

9.3.5 The Board's membership is politically proportionate to the political composition of the Council as a whole, as required by the Local Government and Housing Act 1989, but also includes at least one elected member from each ward. Cabinet members are excluded from membership, with the exception of the Cabinet Spokesperson for the licensing function, who may at the Council's discretion be included. However, he or she may not be Chair of the Board.

9.3.6 Arrangements for meetings

9.3.7 Hearings relating to the possible suspension or revocation of a licence are considered by a panel comprising three members of the Board, meeting as and when required.

9.3.8 Statutory requirements regarding public representation are taken into account.

9.3.9 Where the Board is acting in a quasi-judicial manner, or determining/considering the civil rights and obligations or the criminal responsibility of any person, it will follow a proper procedure that accords with the requirements of natural justice and the right to a fair hearing, as contained in Article 6 of the European Convention on Human Rights.

9.4 Statutory Licensing Regulatory Board

9.4.1 Role

The Statutory Licensing Regulatory Board exercises the Council's functions in relation to licences for liquor and entertainment premises, as set out in the Licensing Act 2003, through a system of sub-committees. The Board also monitors the operation of the Council's Licensing Statement, established under the 2003 Act.

9.4.2 Membership

The Board's membership is politically proportionate to the political composition of the Council as a whole, as required by the Local Government and Housing Act 1989, to a maximum of 15 members. Membership of the Statutory Licensing Board is drawn from that of the General Licensing Board, to reduce the complexity of these arrangements. The Board also has a system of sub-committees, each comprising three elected members, which determine individual licence applications.

9.4.3 Arrangements for meetings

9.4.4 Meetings of the sub-committees are held as and when required, depending upon the amount of business.

9.4.5 Statutory requirements regarding public representation are taken into account.

9.4.6 Where the Board is acting in a quasi-judicial manner, or determining/considering the civil rights and obligations or the criminal responsibility of any person, it will follow a proper procedure that accords with the requirements of natural justice and the right to a fair hearing, as contained in Article 6 of the European Convention on Human Rights.

9.5 Appeals, Awards, and Standards Regulatory Board

9.5.1 Role

9.5.2 The Board exercises the functions of the Council in relation to appeals, awards, and standards, as set out in its terms of reference.

9.5.3 These include responsibilities delegated by the Council relating to education, social services, discipline (excluding Executive Directors, for whom separate arrangements apply), performance in employment (capability), incapacity due to sickness or industrial injury, and grievances. The Board can also investigate alleged breaches of the member's Code of Conduct.

9.5.4 Appeals for admission to schools are not dealt with by the Regulatory Board but by Independent Panels established specifically for that purpose, as required by the relevant Education Acts.

9.5.5 Membership

9.5.6 The Board operates on a panel system. Panels will be formed from the Board, which itself comprises a minimum of 22 members (at least one elected member per ward, plus any other non-executive members who express an interest). Cabinet members may not be members of the Board.

9.5.7 The precise arrangements made to deal with appeals and other matters, and the composition of the relevant panel, will vary according to the type of appeal or other issue being dealt with. A schedule containing a breakdown of these arrangements is included in the constitution.

9.5.8 Arrangements for meetings

9.5.9 The Board, and panels, will meet as and when required. The formal status of any panel as convened from time to time is that of a committee that has been established by the Council under Section 102 of the Local Government Act 1972. The membership of the committee is not fixed and the composition on each occasion when it sits as a Panel is determined by the Executive Director, Core Services, who has delegated powers to select members of the Board to constitute any such Panel as appropriate.

9.6 Meetings may be held in public, but given their personal nature most are held in private where necessary, within the terms of the relevant legislation.

9.6.1 Where the panels of the Board are acting as a tribunal, or determining/ considering the civil rights and obligations or the criminal responsibility of any person, they will follow a proper procedure that accords with the requirements of natural justice and the right to a fair hearing, as contained in Article 6 of the European Convention on Human Rights.

10. MEMBERS' ALLOWANCES

10.1 The Local Government Act 2000 requires the Scheme of Members' Allowances to be reviewed by an Independent Panel. The Council must have regard to the Panel's recommendations in setting the Scheme. The current scheme of Members' Allowances is included in the constitution.

11. ARRANGEMENTS FOR SENIOR OFFICER APPOINTMENTS

11.1 Under the Local Government Act 2000, Cabinet may not make officer appointments. Those appointments that require member involvement are made by Appointment Panels, in accordance with the provisions in the Council's Standing Orders.

11.2 Role of Appointment Panels

11.2.1 Appointment Panels will undertake appointments to the posts of Chief Executive, Executive Directors, and Directors.

11.3 Membership/Structure of Appointment Panels

11.3.1 The Appointment Panel for the appointment of a Chief Executive will comprise the Leader (as Chair of the Panel), and all other Cabinet members and such other members of the Council as is necessary to achieve political proportionality.

- 11.3.2 For the appointment of Executive Directors, the Appointment Panels 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 Chair of the Overview and Scrutiny Committee.
- 11.3.3 Any appointment made by the Panel to the post of Head of Paid Service (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.
- 11.3.4 The individual membership of appointment panels will vary according to the nature of the appointment. The formal status of any panel as convened from time to time is a committee that has been established by the Council under Section 102 of the Local Government Act 1972. The membership of the committee is not fixed and the composition on each occasion when it sits as a panel is determined by the Executive Director, Core Services, who has delegated powers to select members to constitute any such panel as appropriate.
- 11.3.5 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.

12. ARRANGEMENTS FOR RISK MANAGEMENT

- 12.1 The Council and its officers are committed to implementing risk management policies and procedures that identify and mitigate significant strategic and operational risks, so as to maximise opportunity and minimise uncertainty.
- 12.2 In order to achieve this, the Council has adopted a clear Policy Statement that includes the following requirements:
- a) a high level of awareness and ownership of risk in all functions and processes of Council activity, in order to maximise opportunities and benefits whilst minimising losses;
 - b) all members and officers of the Council have responsibility for the implementation of corporate governance principles, as set out in CIPFA/SOLACE guidelines, in particular Dimension 4 – Risk Management and Internal Control;
 - c) effective business continuity planning;
 - d) the inclusion of risk awareness within a Performance Assessment Framework; and

- e) the active consideration of risk in the setting of appropriate and effective policy options, service delivery methods, and budget and resource allocation, including partnership working.

12.3 These objectives will be achieved through:

- a) the setting up and review of effective and efficient operational, financial, and internal controls in the planning and delivery of services, including the control and monitoring of significant strategic and operational risks by Directorates;
- b) support and encouragement regarding ownership and responsibility of risk management activity throughout the authority;
- c) provision of practical guidance and training for management in developing good management practices in relation to risk;
- d) development of training schemes in risk awareness for all staff; and
- e) the setting up and regular review of corporate and directorate risk registers.

12.4 The Council's Risk Management Policy Statement is included in the constitution.

13. ACCESS TO MEETINGS AND INFORMATION

13.1 It is expected and required that all meetings of the Council at whatever level are open to attendance by members of the public, subject to the exceptions contained within the rules regarding instances when confidential or exempt information is to be discussed. The meanings of exempt and confidential information are explained in the constitution.

13.2 Supply of agenda etc.

13.2.1 Copies of agenda and reports are available for public inspection at Barnsley Town Hall and on the Council's website, at least five clear days before the date of the meeting in question. Five clear days disregards the day of despatch, day of receipt, and weekends.

13.3 Availability of minutes, agenda, and reports

13.3.1 The Council makes available for public inspection copies of the minutes of meetings, and the agenda and reports of meetings (in relation to those parts of meetings that were open to the public), for a period of six years after the date of the meeting. Documents are also available electronically on the Council's website.

13.4 Key Decisions and Forward Plan

13.4.1 The Cabinet is required to follow procedures with regard to Key Decisions and prepare, on a rolling four weekly basis, a Forward Plan that will cover the following 16 weeks.

13.4.2 Statutory guidance states that the Plan should contain the following information:

- (a) a short description of matters under consideration, and state when Key Decisions are expected to be taken;
- (b) who is responsible for taking decisions (usually the Cabinet), and how they can be contacted;
- (c) what relevant reports and background papers are available

13.4.3 The Forward Plan is updated every 28 days. It is available for inspection at the Council's offices and on its website.

13.4.4 The constitution also refers to how matters that are likely to be a Key Decision but have not been included in the Forward Plan will be dealt with, and how any decisions may still be taken. These procedures include notification of the Chair of the Overview and Scrutiny Committee.

13.4.5 In special cases of urgency there is also provision for dealing more speedily with matters that are not included in the Forward Plan. This also involves obtaining the agreement of the Overview and Scrutiny Committee Chair, or in his or her absence the agreement of the Mayor or Deputy Mayor, that the taking of the decision cannot be reasonably deferred.

13.4.6 Quarterly reports are made to the Council on any executive decisions that have been taken under the "special urgency" proceedings in the previous three months.

14. THE CONSTITUTION

14.1 Section 37(1) of the Local Government Act 2000 requires local authorities operating executive arrangements to prepare and keep up to date a document known as the 'constitution'. The document must include:-

- (a) Such information as the Secretary of State may direct;
- (b) A copy of the local authority's Standing Orders;
- (c) A copy of the local authority's Code of Conduct for Members (Section 51 of the Act);
- (d) Such other information as the local authority considers appropriate.

14.2 This document, and the other documents referred to herein, are the Council's constitution for the purposes of the Act, and include the material required by the Local Government Act 2000 (Constitutions) (England) Direction 2000

15 REVIEW ARRANGEMENTS

15.1 The constitution is reviewed and developed on an ongoing basis, and formally reviewed at least every five years. The most recent review was completed in summer 2013.

16 AVAILABILITY OF CONSTITUTION DOCUMENT

- 16.1 The constitution is available for inspection by the public at the Council's principal office, at all reasonable times and free of charge. The Constitution is also available in the borough's public libraries and on the Council's website.
- 16.2 The Council has arrangements in place to ensure that members of minority ethnic communities and people with sensory disabilities are able to access the constitution. It is therefore available in a range of formats upon request.
- 16.3 This summary of the constitution has also been made available and is, as far as possible, written in plain language, to ensure the public know broadly who is responsible for which decisions made by the executive and the Council.

17. EMPLOYEE ASPECTS

- 17.1 The local code of conduct that applies to Barnsley MBC employees is included in the constitution.

18. OFFICER CONTACTS

Andrew Frosdick	Executive Director, Core Services	Ext: 3001
Martin McCarthy	Service Director – Governance and Business Support	Ext: 2808

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Arrangements and Terms of Reference for the Scrutiny Process

Barnsley Council has established an Overview and Scrutiny Committee (OSC) to promote and coordinate its scrutiny activity. The OSC replaces the former Scrutiny Commissions that were established in 1999.

The OSC monitors the performance of services provided by the Council and other organisations. It also reviews decisions to see why they were taken and whether or not they have achieved anticipated outcomes. In order to do this the OSC will establish Task and Finish Groups (TFG) that will undertake detailed investigations on topics included in the scrutiny work programme, which will be reported to Cabinet. The work programme will be based on the Council's overall priorities in the Corporate Plan, and the OSC / TFGs will use data and information drawn from the performance management framework and other relevant sources to monitor performance.

The OSC and TFGs can take evidence from a wide range of people, including the representatives of other organisations who provide services to the public, those who receive them, or those who have some specialist knowledge which they might find helpful.

The OSC and TFGs have the right to question Cabinet Members and senior officers in relation to the scrutiny of Cabinet decisions and recommendations, and the performance of Council services. In the case of Cabinet recommendations scrutiny will take place before the recommendations are considered by the full Council.

Cabinet Members and appropriate officers have to attend the OSC or TFGs if requested. In addition, the Council's 'Section 41' representatives on the South Yorkshire Fire and Rescue, Pensions, and Integrated Transport Authorities can also be asked to attend, as can the Council's Members serving on the South Yorkshire Police and Crime Panel.

The OSC can make recommendations to Council on issues that arise from the scrutiny of Cabinet decisions, recommendations, and performance. For instance, the OSC may want to suggest that an area of Council policy should be reviewed. In order to do this the OSC will need to put its recommendations into a report, and the relevant Cabinet Members and Executive Officers must have the opportunity to read this and to comment when it is still in draft form, i.e. before it is finalised and approved by the Committee.

Cabinet has to respond in detail to such reports in line with the timescales set out in the protocol on Cabinet/scrutiny relations, as required by the Council's constitution.

Cabinet and outside organisations also have the right to comment on reports about OSC studies when they are still in draft form and before they are finalised and submitted to the Cabinet or Full Council.

Councillor Calls for Action (CCfA)

One important way that Councillors can represent local communities is by bringing forward CCfAs. Under the Local Government and Public Health Act 2007, Councillors have the right to raise with scrutiny any issues that are of concern to their communities. It also provides a facility to raise concerns about matters that have not been the subject of a recent Executive decision so cannot be subject to the call-in procedure.

The protocol for progressing CCfAs is set out below:-

- a) all elected Members of the Council have the statutory right to bring forward issues to be scrutinised as CCfAs;
- b) any issue that a Councillor wants to look at must be a local government matter under the terms of the Local Government and Public Involvement in Health Act 2007. Any CCfAs will be submitted to the Executive Director, Core Services, who will determine their relevance in relation to the above Act and also determine whether they are most appropriately submitted to the OSC or to an Area Council;
- c) CCfAs that are deemed relevant will be placed on the agenda of the next relevant scheduled OSC/Area Council meeting. Where this is not possible the issue will be discussed at the following meeting;
- d) Councillors who submit a CCfA will be asked at the appropriate meeting:
 - (i) why they think the issue ought to be considered by the OSC/Area Council;
 - (ii) what their main areas of concern are;
 - (iii) what questions they would like to be answered;
- e) Councillors have the option of either presenting their CCfA without papers or preparing a report setting out their views. Any reports prepared by Councillors will be circulated with the agenda for the meeting;
- f) in considering the CCfA, the OSC/Area Council may invite the relevant Cabinet Spokesperson, Executive Director, or representatives of external organisations to discuss the issue at the meeting and to answer questions, if the meeting considers this relevant; and
- g) the OSC/Area Council should then decide if (i) it wishes to look at the CCfA again at a future meeting in greater depth, or (ii) it believes it has given the matter due consideration and no further work is required.

How the OSC works

The OSC is responsible for:

- a) scrutinising key Cabinet decisions/recommendations and exercising 'call-in' if deemed necessary;
- b) scrutinising important decisions taken by other organisations;
- c) keeping a watching brief on a wide range of performance data, for the Council and for its partners;
- d) reporting a proposed work programme to the Cabinet for information, with acceptance that it is subject to change to enable the timely consideration of issues as appropriate;
- e) reporting findings and recommendations to the Cabinet;
- f) considering CCfAs, except where they are referred to an Area Council, in which case the OSC will retain a monitoring role; and
- g) receiving and considering the findings of Task and Finish Groups.

The OSC will meet formally 12 times per year in total however will meet 3 times per year in plenary mode to consider Safeguarding topics including continuing the private briefing on Children's Social Care performance and other significant issues, such as substantial National Health Service (NHS) changes.

For the remaining 9 meetings, Committee Members will allocate time to 3 workstreams which will each meet 3 times per year consisting of 12 Elected Members, aligned to the Council priorities of:

- o Thriving and Vibrant Economy
- o People Achieving Their Potential
- o Strong and Resilient Communities

Core safeguarding business will be undertaken in plenary OSC sessions, including a private briefing on Children's Social Care Performance. Safeguarding considerations will be a feature of all workstreams to ensure services are protecting the most vulnerable. However, safeguarding will be a key feature of the 'People Achieving Their Potential' workstream in challenging services to ensure they are achieving the outcome that 'children and adults are safe from harm'.

The OSC will also carry out its work programme through three TFGs that will each examine in detail three topics and report their findings to Cabinet and the

OSC. The TFGs will consist of around eight Members and be chaired by either the Chair of the OSC or one of three Task and Finish Group Leads. The three TFGs will concentrate on issues of concern arising from the agreed work programme.

The TFGs will call appropriate internal and external witnesses to their meetings, and report findings to the OSC when each investigation is completed.

Where appropriate, the OSC will co-opt individuals with particular experience or expertise who can contribute to its work on an ad hoc basis. This is in addition to those already co-opted on the committee and statutory representatives of the Anglican and Catholic dioceses and parent governors.

Terms of reference and meetings practice

(a) Overview and Scrutiny Committee (OSC)

- 1 To exercise the powers granted to it under Section 9F of the Local Government Act 2000, and in particular to:-
 - monitor the performance of Council services and those provided by other organisations to residents in the borough, with particular reference to performance against the priorities established for the borough;
 - undertake reviews of Council policies and services, and make recommendations on how these policies and services might be improved;
 - review or scrutinise Cabinet decisions, including policy and budgetary proposals;
 - recommend as appropriate changes to Cabinet proposals, as set out in the Council's 'call-in' procedures; and
 - comment to Cabinet on issues identified in the Forward Plan.
- 2 To exercise powers on behalf of the local authority, granted under Section 244 of the National Health Service (NHS) Act 2006, as amended under Section 190 of the Health and Social Care Act 2012, in relation to the scrutiny of health services in the borough.
- 3 To consider matters referred to it by the local HealthWatch organisation or HealthWatch contractor, as set out in Part 21 of the Local Authority (Public Health, Health and Wellbeing Boards, and Health Scrutiny) Regulations 2013.

- 4 To act as the authority's designated crime and disorder scrutiny committee, as set out in the Police and Justice Act 2006.
- 5 To exercise 'call-in' of Cabinet decisions as it deems appropriate and in line with the Council's call-in procedures, as set out in the Council's constitution.
- 6 To reflect the views of local residents about the future provision of services in the borough.
- 7 To consider matters arising out of performance monitoring of local service provision by the Area Councils, where an issue with corporate or borough-wide implications has been identified.
- 8 To consider any Councillor Calls for Action that are of a strategic nature and/or have implications for the borough as a whole and therefore could not more appropriately be considered by an Area Council.
- 9 To invite to its meetings relevant experts/witnesses, including but not limited to:-
 - Cabinet Members;
 - Members of the Council's senior management team or their representatives;
 - Representatives of other appropriate organisations, including NHS bodies, service providers, and community groups;
 - The Council's 'Section 41' representatives on the three South Yorkshire Joint Authorities, namely (i) Fire and Rescue, (ii) Integrated Transport, and (iii) Pensions, and the Council's representatives on the South Yorkshire Police and Crime Panel.
- 10 To establish Task and Finish Groups to undertake detailed investigations in accordance with the Overview and Scrutiny Committee's work programme.
- 11 To make recommendations to Full Council about the appointment of non-statutory co-optees to the Committee itself and to the Task and Finish Groups.
- 12 To receive updates from the Task and Finish Groups on the progress of their investigations and to receive final reports from the Groups, with a view to taking these forward to Cabinet where appropriate.

Meetings Practice

The Overview and Scrutiny Committee is a meeting of the Council under the terms of the Local Government Act 2000. Meetings will be subject to the relevant

provisions of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 regarding notice of meetings and the availability of papers. Meetings will be held in public, but direct public participation will not be permitted.

The Council's Standing Orders in relation to the chairing of and voting in meetings, and disclosure of interests by Members, apply to meetings of the Overview and Scrutiny Committee. The quorum for a meeting is one third of the Committee's members.

(b) Task and Finish Groups (TFG)

- 1 To undertake detailed investigations on the topics assigned to them by the Overview and Scrutiny Committee, with particular reference to the relevant performance management data.
- 2 To invite to its meetings relevant experts/witnesses to assist the Groups in carrying out their investigations, as set out in paragraph 9 of the Overview and Scrutiny Committee's Terms of Reference.
- 3 To report regularly to the Overview and Scrutiny Committee on the progress of investigations, and to submit to the Committee final reports on conclusion of each investigation.

Meetings Practice

Task and Finish Groups are not formal decision-making bodies and meet in private session. The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 do not therefore apply.

Member Arrangements for Corporate Parenting and Safeguarding Children

Barnsley Council fully acknowledges the responsibilities of Members as corporate parents to children in care and, similarly, responsibilities in respect of keeping children safe (safeguarding), in addition to those of the Lead Cabinet Member for Children's Services and Executive Director, People as Director of Children's Services.

In order to fulfil these duties, the following arrangements are in place:

A **Corporate Parenting Panel** acts as a reference group for all matters concerned with the provision of care services for children in Barnsley. It ensures that Elected Members are informed about, and influence the way in which care is provided and promotes the wellbeing of children in care. It is aligned to but separate from the Council's Overview and Scrutiny arrangements.

The Panel is Chaired by the People (Safeguarding) Cabinet Spokesperson, whose Cabinet Support acts as Vice-Chair in their absence. Eight Non Executive Members also serve on the Panel and are appointed by the Full Council each May.

The Panel meets every two months, with support from officers from the People Directorate, including from Children's Social Care, Public Health Nursing and the Virtual School Head Teacher, as well as the Designated Nurse CCG for Safeguarding and Named Doctor for Children in Care. It also formally links to Care 4 Us (Children in Care Council) through the attendance of the Chair and receipt of the annual report. The Panel produces an annual report, which is considered by the Council's Overview & Scrutiny Committee.

The **Overview and Scrutiny Committee** (OSC) keeps under review the performance of the Council and other relevant organisations providing educational and other services to children and young people and especially in carrying out their corporate responsibilities for safeguarding of children and young people.

The OSC receives a monthly report 3 times per year during its plenary meetings providing information on the activity in relation to Children's Social Care. This sets out the number of cases considered by the service and comparison with the previous month's position and against statistical neighbours and the national average. This ranges from Early Help Assessments through to formal Child Protection activity and Care proceedings. It also sets out monitoring and planning for children in the "Looked After" system. Although this report is considered by the Committee in private, the issues raised are part of the public record, providing for appropriate transparency in respect of this challenge.

Safeguarding considerations will be a feature of all 12 of the OSC's meetings to ensure services are protecting the most vulnerable. However, safeguarding will be a key feature of the OSC's 'People Achieving Their Potential' workstream in challenging services to ensure they are achieving the outcome that 'children and adults are safe from harm'.

More information on the activities of the Overview and Scrutiny Committee is available on the [Council's website](#).

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BARNSELY METROPOLITAN BOROUGH COUNCIL

Report of the Executive Director Core Services to Annual Council on 17th May, 2019

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.

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, Democrat and Veterans 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 4 Members
- Conservative Group 3 Members
- Barnsley Independent, Democrats and Veterans and Independent Group 6 Members

One 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.

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 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)

Labour Group 26

Barnsley Independent, Democrats & Veterans and one Independent Member Group 3

Liberal Democrat Group 2
Conservative Group 2
Independent 1

6.2.3 People Achieving Potential Work Stream: 12 Members

Labour Group 10
Barnsley Independent, Democrats & Veterans and one Independent
Member Group 1
Independent 1

6.2.4 Thriving and Vibrant Economy Work Stream: 12 Members

Labour Group 9
Barnsley Independent, Democrats & Veterans and one Independent
Member Group 1
Liberal Democrat Group 1
Conservative Group 1

6.2.5 Strong and Resilient Communities Work Stream: 12 Members

Labour Group 9
Barnsley Independent, Democrats & Veterans and one Independent
Member Group 1
Liberal Democrat Group 1
Conservative Group 1

6.2.6 Planning Regulatory Board: 26 Members

Labour Group 20
Barnsley Independent, Democrats & Veterans and one Independent
Member Group 3
Liberal Democrat Group 2
Conservative Group 1

6.2.7 General Licensing Regulatory Board: 26 Members

Labour Group 20
Barnsley Independent, Democrats & Veterans and one Independent
Member Group 3
Liberal Democrat Group 2
Conservative Group 1

6.2.8 Appeals, Awards and Standards Regulatory Board: 26 Members

Labour Group 21
Barnsley Independent, Democrats & Veterans and one Independent
Member Group 2
Liberal Democrat Group 1
Conservative Group 1
Independent 1

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 12

Barnsley Independent, Democrats & Veterans and one Independent

Member Group 1

Liberal Democrat Group 1

Conservative Group 1

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 13 and 15 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: A. Frosdick **Telephone No:** (01226) 773001 **Date:** May, 2019

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 Committee, Scrutiny Committees, and Area Councils. Council also appoints the Chairs of Regulatory Boards, the Audit 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 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
 - Food Safety Act 1990
 - 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
- 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.

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 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 develop 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

- (h) 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.
- (i) To monitor compliance with internal audit reports following their consideration by management.
- (j) 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.
- (k) To review the performance of the internal audit function by way of quarterly performance management reports.
- (l) 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.
- (m) To enhance the profile, status and authority of the internal audit function and demonstrate its independence.
- (n) To approve and periodically review the Internal Audit Strategy and Audit Charter

D. External Audit and other Inspectorates or Regulatory Bodies

- (o) 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.

- (p) To consider and report to Cabinet and the Council the annual audit and inspection letter.
- (q) To consider the appointment of the Council's external auditor.
- (r) To monitor compliance with external audit, external inspectorate and Ombudsman reports following their consideration and resolution by the Cabinet and/or Council.
- (s) To determine any payments 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

- (t) To consider general issues and statistics in relation to the Council's Corporate "Whistleblowing" Policy.
- (u) To review the Authority's arrangements for establishing appropriate anti-fraud policies and procedures.
- (v) To monitor compliance with and the effectiveness of anti-fraud and corruption policies and procedures.
- (w) To monitor compliance with the Authority's Partnership Governance Framework.
- (x) To consider and review compliance with the Authority's Treasury Management policy.

F. Accounts

- (y) 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.
- (z) 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 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]

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**
Paragraph 1

Information relating to any individual.

Qualification

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

Item 28

13 May 2019 - 19 May 2019

May 2019						
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13 May

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

16 May

- Reserved for Member Training

14 May

- Reserved for Member Information Briefing

17 May

- 18:00 - 18:30 Annual Council

15 May

- 10:00 - 10:30 Cabinet

18 May

19 May

20 May 2019 - 26 May 2019

May 2019							June 2019						
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20 May

23 May

☒ 10:30 - 11:00 Council

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

21 May

☒ 14:00 - 14:30 Planning Regulatory Board

24 May

22 May

☐ Reserved for Member Training

25 May

26 May

27 May 2019 - 02 June 2019

May 2019						
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June 2019						
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27 May

☐ Spring Bank Holiday - Office Closed

30 May

☐ Reserved for Member Training

28 May

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

31 May

29 May

☒ 10:00 - 10:30 Cabinet

01 June

02 June

03 June 2019 - 09 June 2019

June 2019							July 2019						
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03 June

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

06 June

☐ Reserved for Member Training

■ 10:00 - 10:30 Penistone Area Council

04 June

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

■ 16:00 - 16:30 Health & Well Being Board

07 June

05 June

■ 16:00 - 16:30 Audit Committee

08 June

09 June

10 June 2019 - 16 June 2019

June 2019							July 2019						
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10 June

☒ 10:00 - 10:30 Joint Employees Consultative Committee (to be convened if required)

13 June

☒ 18:30 - 19:00 Civic Service (St Mary's Barnsley)

11 June

☐ Reserved for Member Training

14 June

☒ 10:00 - 10:30 South Area Council

12 June

☒ 10:00 - 10:30 Cabinet

15 June

16 June

17 June 2019 - 23 June 2019

June 2019							July 2019						
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17 June

20 June

☐ Reserved for Member Information Briefing

18 June

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

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

21 June

19 June

☐ Reserved for Member Training

22 June

23 June

24 June 2019 - 30 June 2019

June 2019							July 2019						
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24 June

☐ Reserved for Member Training

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

27 June

☐ Reserved for Member Training

25 June

☒ 14:00 - 14:30 Planning Regulatory Board

28 June

26 June

☒ 10:00 - 10:30 Cabinet

☒ 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board

29 June

☒ 10:30 - 11:00 Armed Forces Day

30 June

01 July 2019 - 07 July 2019

July 2019						
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01 July

☒ 14:00 - 14:30 Central Area Council

04 July

☐ LGA Conference (Confidential)

☐ Reserved for Member Training

02 July

☐ LGA Conference (Confidential)

☐ Reserved for Member Information Briefing

05 July

03 July

☐ LGA Conference (Confidential)

06 July

07 July

08 July 2019 - 14 July 2019

July 2019						
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08 July

☐ Safeguarding Awareness Week

11 July

☐ Reserved for Member Information Briefing

☐ Safeguarding Awareness Week

09 July

☐ Reserved for Member Training

☐ Safeguarding Awareness Week

12 July

☐ Mayor's Charity Ball

☐ Safeguarding Awareness Week

10 July

☐ Safeguarding Awareness Week

☒ 10:00 - 10:30 Cabinet

13 July

☐ Mayor's Parade

14 July

15 July 2019 - 21 July 2019

July 2019						
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August 2019						
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15 July

18 July

☐ Reserved for Member Training

16 July

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

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

19 July

17 July

20 July

21 July

22 July 2019 - 28 July 2019

July 2019						
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22 July

- 14:00 - 14:30 North Area Council
- 16:00 - 16:30 Audit Committee (moved from 19th July)

25 July

- 10:30 - 11:00 Council (including accounts)
- 14:00 - 14:30 North East Area Council

23 July

- 14:00 - 14:30 Planning Regulatory Board

26 July

24 July

- 10:00 - 10:30 Cabinet

27 July

28 July

29 July 2019 - 04 August 2019

July 2019						
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29 July

- 10:00 - 10:30 Dearne Area Council
- 14:00 - 14:30 Member Development Working Party

01 August

- 10:00 - 10:30 Penistone Area Council

30 July

- ☐ Reserved for Member Training
- 16:00 - 16:30 Health & Well Being Board

02 August

31 July

03 August

04 August

05 August 2019 -
11 August 2019

August 2019							September 2019						
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05 August

08 August

06 August

09 August

07 August

10 August

11 August

12 August 2019 -
18 August 2019

August 2019							September 2019						
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12 August

15 August

13 August

16 August

14 August

17 August

18 August

19 August 2019 - 25 August 2019

August 2019						
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19 August

☐ Holiday Week

22 August

☐ Holiday Week

20 August

☐ Holiday Week

23 August

☐ Holiday Week

21 August

☐ Holiday Week

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

24 August

25 August

26 August 2019 - 01 September 2019

August 2019						
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26 August

☐ August Bank Holiday - Office Closed

29 August

27 August

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

30 August

28 August

31 August

01 September

02 September 2019 - 08 September 2019

September 2019						
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02 September

 14:00 - 14:30 Central Area Council

05 September

☐ Reserved for Member Information Briefing


03 September

 14:00 - 14:30 Planning Regulatory Board (Moved from Holiday Week)

06 September

 10:00 - 10:30 South Area Council

04 September

 10:00 - 10:30 Cabinet

 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board

07 September

08 September

09 September 2019 - 15 September 2019

September 2019						
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 2019						
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			

09 September

☒ 10:00 - 10:30 Joint Employees Consultative Committee (to be convened if required)

12 September

10 September

☒ 14:00 - 14:30 Overview & Scrutiny Committee (moved to avoid a clash with Planning))

13 September

11 September

☐ Reserved for Member Training

☒ 16:00 - 16:30 Audit Committee

14 September

15 September

16 September 2019 - 22 September 2019

September 2019						
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 2019						
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			

16 September

 14:00 - 14:30 North Area Council

19 September


☐ Reserved for Member Training

17 September

☐ Reserved for Member Information Briefing

20 September

18 September

 10:00 - 10:30 Cabinet

21 September

22 September

23 September 2019 - 29 September 2019

September 2019						
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					

October 2019						
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			

23 September

26 September

■ 10:30 - 11:00 Council

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

24 September

■ 14:00 - 14:30 Planning Regulatory Board

27 September

25 September

28 September

29 September

30 September 2019 - 06 October 2019

September 2019						
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 2019						
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			

30 September

- 10:00 - 10:30 Dearne Area Council
- 14:00 - 14:30 Member Development Working Party

03 October

- 10:00 - 10:30 Penistone Area Council

01 October

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

04 October

02 October

- 10:00 - 10:30 Cabinet

05 October

06 October

07 October 2019 - 13 October 2019

October 2019						
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 2019						
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	

07 October

10 October

08 October

 16:00 - 16:30 Health & Well Being Board

11 October

09 October

☐ Reserved for Member Training

12 October

13 October

14 October 2019 - 20 October 2019

October 2019						
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 2019						
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 October

17 October

15 October

☐ Reserved for Member Information Briefing

18 October

16 October

☐ 10:00 - 10:30 Cabinet

19 October

20 October

21 October 2019 - 27 October 2019

October 2019						
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 2019						
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 October

24 October

☐ Reserved for Member Training

22 October

☐ 14:00 - 14:30 Planning Regulatory Board

25 October

☐ 10:00 - 10:30 South Area Council

23 October

☐ 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board

26 October

27 October

28 October 2019 - 03 November 2019

October 2019						
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 2019						
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 October

31 October

☐ Reserved for Member Training

29 October

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

01 November

30 October

☐ 10:00 - 10:30 Cabinet

☐ 14:00 - 14:30 Audit Committee - Training Session

02 November

03 November

04 November 2019 - 10 November 2019

November 2019						
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 2019						
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					

04 November

☒ 14:00 - 14:30 Central Area Council

07 November

☐ Festival of Remembrance - Horizon College

05 November

☒ 14:00 - 14:30 Overview & Scrutiny Committee

08 November

06 November

09 November

10 November

☐ Remembrance Sunday

11 November 2019 - 17 November 2019

November 2019						
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 2019						
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 November

☐ Armistice Day & Remembrance event for school children and students

14 November

☐ Reserved for Member Training

12 November

☐ Reserved for Member Information Briefing

15 November

13 November

☒ 10:00 - 10:30 Cabinet

16 November

17 November

18 November 2019 - 24 November 2019

November 2019						
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 2019						
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 November

■ 10:00 - 10:30 Dearne Area Council

■ 14:00 - 14:30 North Area Council

21 November

19 November

■ 14:00 - 14:30 Planning Regulatory Board

22 November

20 November

23 November

24 November

25 November 2019 - 01 December 2019

November 2019						
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 2019						
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 November

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

28 November

■ 10:30 - 11:00 Council

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

26 November

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

■ 16:00 - 16:30 Health & Well Being Board

29 November

27 November

■ 10:00 - 10:30 Cabinet

30 November

01 December

02 December 2019 - 08 December 2019

December 2019						
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 2020						
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		

02 December

☐ Reserved for Member Training

05 December

☐ 10:00 - 10:30 Penistone Area Council

03 December

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

06 December

04 December

☐ 16:00 - 16:30 Audit Committee

07 December

08 December

09 December 2019 - 15 December 2019

December 2019						
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 2020						
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		

09 December

12 December

10 December

☐ Reserved for Member Information Briefing

13 December

☒ 10:00 - 10:30 South Area Council

11 December

☒ 10:00 - 10:30 Cabinet

14 December

15 December

16 December 2019 - 22 December 2019

December 2019							January 2020						
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	31		
30	31												

16 December

■ 10:00 - 10:30 Joint Employees Consultative Committee (to be convened if required)

19 December

■ 16:00 - 16:30 Civic Carol Service (St Mary's Barnsley)

17 December

■ 14:00 - 14:30 Planning Regulatory Board

20 December

18 December

■ 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board

21 December

22 December

23 December 2019 - 29 December 2019

December 2019						
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				

January 2020						
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		

23 December

26 December

☐ Office Closed

24 December

27 December

☐ Office Closed

25 December

☐ Christmas Day - Office Closed

28 December

29 December

30 December 2019 - 05 January 2020

December 2019							January 2020						
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	31		
30	31												

30 December

☐ office Closed

02 January

31 December

☐ Office Closed

03 January

01 January

☐ New Years Day - Office Closed

04 January

05 January

06 January 2020 - 12 January 2020

January 2020						
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 2020						
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	

06 January

09 January

☐ Reserved for Member Training

07 January

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

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

10 January

08 January

☐ 10:00 - 10:30 Cabinet

11 January

12 January

13 January 2020 - 19 January 2020

January 2020						
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 2020						
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	

13 January

☒ 14:00 - 14:30 Central Area Council

16 January

14 January

☐ Reserved for Member Information Briefing

17 January

15 January

18 January

19 January

20 January 2020 - 26 January 2020

January 2020						
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 2020						
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	

20 January

 10:00 - 10:30 Dearne Area Council

23 January

☐ Reserved for Member Training

21 January

 14:00 - 14:30 Planning Regulatory Board

24 January

22 January

 10:00 - 10:30 Cabinet

 16:00 - 16:30 Audit Committee

25 January

26 January

27 January 2020 - 02 February 2020

January 2020						
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 2020						
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	

27 January

- 10:00 - 10:30 Member Development Working Party (moved from 20th January)
- 14:00 - 14:30 North Area Council

30 January

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

28 January

- Reserved for Member Information Briefing
- 16:00 - 16:30 Health & Well Being Board

31 January

29 January

01 February

02 February

03 February 2020 - 09 February 2020

February 2020						
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	

March 2020						
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					

03 February

☐ Reserved for Member Training

06 February

☐ 10:30 - 11:00 Council (including HRA)

04 February

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

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

07 February

05 February

☐ 10:00 - 10:30 Cabinet

08 February

09 February

10 February 2020 - 16 February 2020

February 2020						
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	

March 2020						
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					

10 February


13 February

 10:00 - 10:30 Penistone Area Council

11 February

☐ Reserved for Member Training

14 February

 10:00 - 10:30 South Area Council

12 February

15 February

16 February

17 February 2020 - 23 February 2020

February 2020						
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	

March 2020						
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					

17 February

20 February

☐ Reserved for Member Information Briefing

18 February

☐ 14:00 - 14:30 Planning Regulatory Board

21 February

19 February

☐ 10:00 - 10:30 Cabinet

☐ 14:00 - 14:30 Reserved for General/Statutory Licensing Regulatory Board

22 February

23 February


24 February 2020 - 01 March 2020

February 2020						
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	

March 2020						
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					

24 February

27 February

 10:30 - 11:00 Council (Budget)

25 February

☐ Reserved for Member Training

28 February

26 February

29 February

01 March

02 March 2020 - 08 March 2020

March 2020						
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 2020						
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			

02 March

05 March

 10:30 - 11:00 Provisional Council (for budget if not determined on the 27th February)


03 March

☐ Reserved for Member Information Briefing

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

06 March

04 March

 10:00 - 10:30 Cabinet

07 March

08 March

09 March 2020 - 15 March 2020

March 2020						
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 2020						
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			

09 March

- ☐ 10:00 - 10:30 Joint Employees Consultative Committee (to be convened if required)
- ☐ 14:00 - 14:30 Central Area Council

12 March

- ☐ Reserved for Member Training

10 March

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

13 March

11 March

14 March

15 March

16 March 2020 - 22 March 2020

March 2020						
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 2020						
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 March

■ 10:00 - 10:30 Dearne Area Council

■ 14:00 - 14:30 North Area Council

19 March

17 March

■ 14:00 - 14:30 Planning Regulatory Board

20 March

18 March

■ 10:00 - 10:30 Cabinet

■ 16:00 - 16:30 Audit Committee

21 March

22 March

23 March 2020 - 29 March 2020

March 2020							April 2020						
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 March

26 March

 14:00 - 14:30 North East Area Council

24 March

☐ Reserved for Member Information Briefing

27 March

25 March

28 March

29 March

30 March 2020 - 05 April 2020

March 2020							April 2020						
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												

30 March

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

02 April

■ 10:30 - 11:00 Council

31 March

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

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

03 April

01 April

■ 10:00 - 10:30 Cabinet

04 April

05 April

06 April 2020 - 12 April 2020

April 2020						
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 2020						
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

06 April

☐ Reserved for Member Training

09 April

☐ 10:00 - 10:30 Penistone Area Council

07 April

☐ 16:00 - 16:30 Health & Well Being Board

10 April

☐ Good Friday - Office Closed

08 April

11 April

12 April

13 April 2020 - 19 April 2020

April 2020						
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 2020						
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 April

☐ Easter Monday - Office Closed

16 April

☐ Reserved for Member Training

14 April

☒ 14:00 - 14:30 Planning Regulatory Board

17 April

15 April

☒ 10:00 - 10:30 Cabinet

☒ 16:00 - 16:30 Audit Committee

18 April

19 April

20 April 2020 - 26 April 2020

April 2020						
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 2020						
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 April

23 April

21 April

☐ Reserved for Member Information Briefing

24 April

☒ 10:00 - 10:30 South Area Council

22 April

☒ 14:00 - 14:30 Reserved for General/Statutory Licensing
Regulatory Board

25 April

26 April

27 April 2020 - 03 May 2020

April 2020						
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 2020						
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 April

■ 14:00 - 14:30 Central Area Council

30 April

28 April

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

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

01 May

29 April

■ 10:00 - 10:30 Cabinet

02 May

03 May

04 May 2020 - 10 May 2020

May 2020						
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 2020						
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					

04 May

☐ May Day - Office Closed

07 May

☐ Municipal Elections

05 May

☒ 14:00 - 14:30 Planning Regulatory Board

08 May

06 May

09 May

10 May

11 May 2020 - 17 May 2020

May 2020						
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

June 2020						
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					

11 May

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

14 May

☐ Reserved for Member Training

12 May

☐ Reserved for Member Training

15 May

13 May

- ☐ Reserved for Member Training
- 10:00 - 10:30 Cabinet

16 May

17 May

18 May 2020 - 24 May 2020

May 2020						
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 2020						
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 May

21 May

☐ Reserved for Member Training

19 May

☐ Reserved for Member Information Briefing

22 May

☒ 18:00 - 18:30 Annual Council

20 May

23 May

24 May

25 May 2020 - 31 May 2020

May 2020							June 2020						
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					

25 May

☐ Spring Bank Holiday

28 May

☒ 10:30 - 11:00 Council

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

26 May

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

29 May

☐ Reserved for Member Training

27 May

☒ 10:00 - 10:30 Cabinet

30 May

31 May

01 June 2020 - 07 June 2020

June 2020						
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 2020						
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		

01 June

 14:00 - 14:30 Member Development Working Party

04 June

 10:00 - 10:30 Penistone Area Council

02 June

 14:00 - 14:30 Planning Regulatory Board

05 June

☐ Reserved for Member Training

03 June

 16:00 - 16:30 Audit Committee

06 June

07 June

08 June 2020 - 14 June 2020

June 2020						
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 2020						
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		

08 June

☐ 10:00 - 10:30 JECC (to be convened if required)

11 June

☐ Reserved for Member Training

09 June

☐ 14:00 - 14:30 Overview & Scrutiny Committee
☐ 16:00 - 16:30 Health & Well Being Board

12 June

☐ 10:00 - 10:30 South Area Council

10 June

☐ 10:00 - 10:30 Cabinet

13 June

14 June

15 June 2020 - 21 June 2020

June 2020						
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 2020						
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 June

18 June

16 June

19 June

17 June

20 June

21 June

22 June 2020 - 28 June 2020

June 2020						
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 2020						
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 June

☐ Reserved for Member Training

25 June

23 June

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

26 June

24 June

☐ 10:00 - 10:30 Cabinet

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

27 June

28 June

29 June 2020 - 05 July 2020

June 2020						
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 2020						
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 June

 14:00 - 14:30 Central Area Council

02 July

30 June

 14:00 - 14:30 Planning Regulatory Board

03 July

01 July

04 July

05 July

06 July 2020 - 12 July 2020

July 2020						
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 2020						
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						

06 July

☒ 10:00 - 10:30 Cabinet (moved to avoid LGA Conference)

09 July

☐ LGA Conference

07 July

☐ LGA Conference

☒ 14:00 - 14:30 Overview & Scrutiny Committee

10 July

☐ Reservd for Member Training

08 July

☐ LGA Conference

11 July

12 July

13 July 2020 - 19 July 2020

July 2020							August 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5					1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

13 July

16 July

☐ Reserved for Member Information Briefing

14 July

17 July

15 July

18 July

19 July

20 July 2020 - 26 July 2020

July 2020							August 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5					1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

20 July

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

23 July

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

21 July

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

24 July

22 July

- 10:00 - 10:30 Cabinet

25 July

26 July

27 July 2020 - 02 August 2020

July 2020							August 2020						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5					1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

27 July

- 14:00 - 14:30 Member Development Working Party
- 16:00 - 16:30 Audit Committee (moved from 24th July)

30 July

- 10:30 - 11:00 Council

28 July

- 14:00 - 14:30 Planning Regulatory Board

31 July

29 July

01 August

02 August

03 August 2020 - 09 August 2020

August 2020						
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 2020						
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				

03 August

06 August

04 August

 16:00 - 16:30 Health & Well Being Board

07 August

05 August

08 August

09 August

10 August 2020 - 16 August 2020

August 2020						
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 2020						
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				

10 August

13 August

11 August

14 August

12 August

15 August

16 August

17 August 2020 - 23 August 2020

August 2020						
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 2020						
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				

17 August

20 August

18 August

21 August

19 August

☐ Cabinet (subject to sufficient business)

22 August

23 August

24 August 2020 - 30 August 2020

August 2020						
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 2020						
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				

24 August

☐ Holiday Week

27 August

☐ Holiday Week

25 August

☐ Holiday Week

28 August

☐ Holiday Week

26 August

☐ Holiday Week

29 August

30 August

31 August 2020 - 06 September 2020

August 2020						
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 2020						
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

☐ August Bank Holiday

03 September

01 September

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

☐ 14:00 - 14:30 Planning Regulatory Board

04 September

☐ 10:00 - 10:30 South Area Council

02 September

05 September

06 September

07 September 2020 - 13 September 2020

September 2020						
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 2020						
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	

07 September

■ 10:00 - 10:30 JECC (to be convened if required)

■ 14:00 - 14:30 Central Area Council

10 September

08 September

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

11 September

09 September

■ 10:00 - 10:30 Cabinet

■ 14:00 - 14:30 Reserved for General/Stautory Licensing
Regualtory Board (to be cancelled if not required)

12 September

13 September

14 September 2020 - 20 September 2020

September 2020						
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 2020						
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 September

 10:00 - 10:30 North Area Council

17 September

15 September

☐ Reserved for Member Information Briefing

18 September

16 September

 16:00 - 16:30 Audit Committee

19 September

20 September

21 September 2020 - 27 September 2020

September 2020						
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 2020						
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 September

■ 10:00 - 10:30 Dearne Area Council

24 September

■ 10:30 - 11:00 Council

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

22 September

25 September

23 September

■ 10:00 - 10:30 Cabinet

26 September

27 September

28 September 2020 - 04 October 2020

September 2020						
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 2020						
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 September

 14:00 - 14:30 Member Development Working Party

01 October

 10:00 - 10:30 Penistone Area Council

29 September

 14:00 - 14:30 Planning Regulatory Board

02 October

30 September

03 October

04 October

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