

Report of the Assistant Director of Governance and IT

Council Motions on Notice

Summary

1. At the Audit and Governance Committee meeting, on 10 February 2016, the Committee requested a report on the process for implementing and actioning Council motions.

Background

2. Meetings of Full Council are held six times a year and Council Procedure Rules allow for no more than four motions to be considered at any one meeting.
3. Of the six Council meetings the Annual meeting in May is a ceremonial occasion to elect the Lord Mayor and Sheriff and the appointment of Committees and consideration of motions is not part of the order of business. The Budget Council meeting in February sets the Council's budget for the forthcoming year and this meeting only considers motions to amend the budget. The remaining four Council meetings each consider four motions which total sixteen motions each municipal year.
4. Motions are submitted in accordance with a schedule for the allocation of motions between groups which has been agreed on a proportional basis using the full four year term of office. Notice of each motion to be considered by Council must be given in writing no later than midday on the eighth working day prior to the meeting, although this does not apply to motions that may be moved without notice.
5. Following consideration of motions at Council draft minutes are prepared and any agreed motions are allocated an Owner (relevant Officer/s) for follow up and implementation via the online Committee Management System.

6. Officers then receive an automated email which links them to the relevant motions for actioning and they are requested to complete or start implementation within 20 working days of the meeting. The system also generates a reminder email 5 working days prior to the due date.
7. On completion or commencement of the action requested Officers are required to go into their 'Work to Do' areas to update the status of the action by choosing either 'In Progress' or 'Completed'.
8. An example of recent Council motions have included instructing Officers to seek a review of the Broad Rental Market Area, support for the establishment of the Business Improvement District and implementing a policy to encourage schools that are considering academy status to hold a community ballot.
9. A large proportion of Council motions request the writing of letters to a variety of Government departments /organisations or individuals by Directors. Once replies are received a copy of these are circulated to all Councillors for their information.

Consultation

10. As this is an information report no consultation has been undertaken on the content.

Options

11. No options or analysis has been undertaken on this information report.

Council Plan

12. The implementation of Council Motions supports delivery of the Council priority of listening to residents.

Implications

13. This report has no specific financial, legal, equalities, community safety, environmental, HR or ICT implications.

Risk Management

14. There are no specific risks associated with this report.

Recommendations

15. Members are recommended to note this information report.

Reason: To inform Members of the method of implementing and actioning Council motions.

Contact Details

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Report
Approved



Date April 2016

Specialist Implications Officer(s) *None*

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers: None

Annexes: None