Process for strategic consideration of Notices of Motion within Council's corporate planning and policy frameworks – DRAFT FOR DISCUSSION

Notices of Motion (NoM) raised at Council which falls within the remit of a Committee

Issues Raised in Advance By Members at Committee

Stage 1
Report referring motion to Committee

Usually no report,
Member talks to issue

Democratic Services adds to database / quarterly progress report brought to committees

1. Can be immediately actioned by Democratic Services eg write a letter

2. Motion or issue needs to be considered strategically in terms of potential strategic, policy or resource implications

Strategic Hub/Policy Network
(lead Department identified)

Stage 2
Initial Scoping Report to include:

- whether the motion/issue can be incorporated into an existing programme of work as already agreed in the Corporate Plan and Committee Plans
- requesting approval and funding for the motion/issue to progress to Stage 3 ie carrying out a detailed scoping exercise to determine the potential strategic, financial, legal or resource implications of the issue and an indication of how long this scoping exercise might take

Stage 3
Options Report
Options report brought to committee to consider formally adjusting committee plan (during new six-monthly review process), and prioritisation/options for financing

Lead department takes forward recommendation

Democratic Services closes issue/motion on database