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

Stage 1
Report referring motion to Committee

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

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

Issues Raised in Advance By Members at Committee

Usually no report, Member talks to issue

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