

**SECTION 1A - To be filled in by submitter of the Motion:**

<b>Report from</b>	Town Clerk
<b>On behalf of</b>	N/A
<b>Date</b>	23 <sup>rd</sup> February 2023
<b>For Meeting of Council/Committee</b>	Full Council
<b>Date of meeting</b>	28 <sup>th</sup> February 2023
<b>Agenda item no.</b>	237/22-23
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	MOTION REPORT TEMPLATE
<b>MOTION(S)</b>	<ol style="list-style-type: none"> <li>1) To receive a template for submitting motions to the Council or its Committees (Attached; with associated motion report).</li> <li>2) To adopt the Motion Report Template, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).</li> </ol>
<b>Background</b>	<p>To date, motions have been presented to Full Council and Committees in a variety of ways.</p> <p>It has become increasingly clear that there is a need to standardise the way motion and associated paperwork is presented to the Clerk as part of requests for inclusion onto Council meeting agendas.</p> <p>This would then:</p> <ul style="list-style-type: none"> <li>• Standardising the information in motion papers should help ensure that all data is captured needed for the Council to make informed decisions.</li> <li>• Help Councillors in providing a clear and easy-to-use template to be filled in.</li> <li>• Help reduce the time needed for the Clerk to go back to motion presenters, asking for further details that the Council would need to be able to make an informed decision, likely reducing the time period until a motion is ready for agenda inclusion, and likely reducing scarce staffing resources.</li> </ul> <p>This paper and the associated Motion Paper Template were presented to the Finance and Governance Committee meeting held on 21<sup>st</sup> February 2023 (item 72/22-23 (1)) and where this was approved and referred to Full Council for adoption (item 72/22-23(2)).</p>
<b>Issues/items for consideration by the Council</b>	<p>A template provided by SLCC has been used as a basis for devising a Motion Paper Template for the use of Councillors and staff of Northstowe Town Council.</p> <p>The proposed template has already been used for this motion, to showcase how this could work in practice.</p> <p>The Council is asked to consider the template and decide if this is fit for purpose.</p>
<b>Recommendations</b>	<p>For the Town Council;</p> <ol style="list-style-type: none"> <li>1) To receive a template for submitting motions to the Council or its Committees (attached).</li> </ol> <p>➤ See separate template.</p>

	<p>2) To adopt the Motion Report Template, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).</p> <p>➤ The Council is recommended to adopt the current template, as recommended by the Finance and Governance Committee, for immediate use for all decision motions going forward.</p>
<b>Appendices</b>	N/A
<b>Documents:</b>	- Motion Report Template – can be shared in public domain.

**SECTION 1B - To be filled in by submitter of the Motion:**

<b>Input</b> needed from Clerk?	N/A
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**PLEASE NOTE:** Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days<sup>i</sup> before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

## SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Would help towards: Effective Governance and Accountable Decision-Making	√
Staffing Implications: <sup>ii</sup>	A standard template should reduce staffing time responding to unclear or incomplete motions presented by Councillors. Additional need for Clerk to fill in second part of the form is very likely to be negated by clearer motions being presented in the first place.	√
Volunteer need implications:	N/A	√
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: Template should make it easier for Clerk to understand potential implications.	√
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: Template should make it easier for Clerk to understand potential implications.	√
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: Template should make it easier for Clerk to understand potential implications.	√
Sustainability	Is in line with the Council's Plastic-Free Pledge – N/A. Template should make it easier for Clerk to understand potential implications.	√
Financial <sup>vi</sup>	There are no financial implications at this stage – although consistent use of the template is likely to save some staffing time and thus save costs to the Council.	√
	There will be financial implications; Details:	
	There is provision within the budget Budget heading & details:	
	Decisions may give rise to additional expenditure; Details:	
	Decisions may have potential for income generation; Details:	
Other Resource implications (besides finance):	Details: N/A	√
Health and Safety implications <sup>vii</sup>	Details: N/A	√
Legal	Power under which the spend can be actioned: <sup>viii</sup> N/A – no spend asked for	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: Template should make it easier for Clerk to understand potential implications.	√
	Other considerations: N/A	√
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: Consistent use of the template should help reduce financial, resource-need and reputational risks, as all implications are expected to be made clear on the form by the motion presenter.	√
Other Considerations:	N/A	√

<sup>i</sup> Northstowe Town Council's [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

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<sup>vi</sup> It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).