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| **NORTHSTOWE TOWN COUNCIL MOTION PAPER TEMPLATE** |

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

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| **Report from** | Name of Councillor (or staff member) |
| **On behalf of** | Either ‘N/A’ or list other Councils, name of Working Group or Committee (where deferred to Full Council by Committee): |
| **Date** | Date this report was last updated |
| For **Meeting** of Council/Committee | Name of meeting |
| **Date** of meeting |  |
| **Agenda item no.** | To be filled in by Clerk |
| **Confidentiality** | Either ‘N/A’ or ‘For internal use/Cllrs only’ |
| **Title of Motion** | As it is proposed to appear on the agenda |
| **MOTION(S)** | Numbered list of motions to be included under the motion heading, with full wording for motions:  Start with e.g. ‘To receive..’; ‘To consider…’; To agree to…’; ‘To approve…’; ‘To decide…’; ‘To delegate to…’; ‘To vote on….’ etc, as appropriate. |
| **Background** | Include the following information:  - All Council items where the subject of this motion has previously been discussed or relate to (with meeting date and agenda item);  - Refer to Council Policies and Procedures where relevant.  - All information needed for Councillors to understand any drivers or developments leading up to this motion. |
| **Issues/items for consideration by the Council** | - Define what the Council needs to consider and make decisions on.  - Insert as much information as possible so that Councillors have the detail they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when, why?  - Include information about options considered and any relevant research or data that has been collated.  - Where relevant, include any financial details and information about any legal or other implications. |
| **Recommendations** | For the Town Council;  Repeat the motions and expand here with further information where needed, to ensure Councillors understand what the recommendations are (and why). |
| **Appendices** | Detailed information can be put in Appendices instead, and referred to in the texts above. |
| **Documents**: | Insert list (with names) of documents to be sent out with the meeting papers.  - Also make it clear for each document if it can be shared in the public domain, or whether it is for Cllrs’ information only. |

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

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| **Input** needed from Clerk? | If needed, please provide details of what feedback is needed and/or what additional research may be needed in order for the motion presenter to finalise the motion paperwork |

**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[[1]](#endnote-1) 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:**

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| Meets/links with Council objectives: |  |  |
| Staffing Implications:[[2]](#endnote-2) |  |  |
| Volunteer need implications: |  |  |
| Equalities & Human Rights[[3]](#endnote-3) | There are no equalities and human rights issues  Details, where relevant: |  |
| Crime and Disorder[[4]](#endnote-4) | Crime and disorder have been considered  Details, where relevant: |  |
| Biodiversity[[5]](#endnote-5) | There are no (negative) bio-diversity implications  Details, where relevant: |  |
| Sustainability | Is in line with the Council’s Plastic-Free Pledge |  |
| Financial[[6]](#endnote-6) | There are no financial implications at this stage |  |
|  | 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: |  |
| Health and Safety implications[[7]](#endnote-7) | Details: |  |
| Legal | Power under which the spend can be actioned:[[8]](#endnote-8) |  |
|  | GDPR - Data Privacy Impact Assessment:[[9]](#endnote-9)  Details, where relevant: |  |
|  | Other considerations: |  |
| Risk Management | Material risks[[10]](#endnote-10) exist and these are considered and being assessed: Details: |  |
| Other Considerations: |  |  |

1. Northstowe Town Council’s [Standing Order 9 b,d](https://www.northstowetowncouncil.gov.uk/_UserFiles/Files/NTC_Standing_Orders_2022Oct25_V2-2.pdf). [↑](#endnote-ref-1)
2. The Council has a legal duty to ensure it looks after employees’ health and wellbeing (the Health and Safety at Work etc act 1974). [↑](#endnote-ref-2)
3. 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. [↑](#endnote-ref-3)
4. The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17). [↑](#endnote-ref-4)
5. The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40). [↑](#endnote-ref-5)
6. 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. [↑](#endnote-ref-6)
7. See also Town Council’s [Health and Safety Policy](https://www.northstowetowncouncil.gov.uk/_UserFiles/Files/Policies/Health%20and%20Safety/Northstowe%20Town%20Council%20Health%20and%20Safety%20Policy%20V1%20May%202021.pdf). [↑](#endnote-ref-7)
8. See here for an [Overview of relevant discretionary powers](https://www.northstowetowncouncil.gov.uk/_UserFiles/Files/122_3_Alternative%20powers%20to%20GPC.pdf) beyond the General Power of Competence. [↑](#endnote-ref-8)
9. See also the Town Council’s [Data Protection Policy](https://www.northstowetowncouncil.gov.uk/_UserFiles/Files/Northstowe%20Town%20Council%20Data%20Protection%20Policy_V1_May%202021.pdf). [↑](#endnote-ref-9)
10. See Town Council’s [Risk Management Plan](https://www.northstowetowncouncil.gov.uk/_UserFiles/Files/Northstowe%20Risk%20Assessment%20and%20Management%20Plan%20_V2_2022Oct.pdf). [↑](#endnote-ref-10)