

Report To: Overview and Scrutiny

Date of Meeting: 9th December 2021

Report Title: Work programme: Council Motions Review

Report By: Coral Harding (Continuous Improvement and Democratic Services Officer)

Key Decision: N/A

Classification: Open

Purpose of Report

Update on the work carried out by Overview and Scrutiny on reviewing the process and procedure of motions submitted at Full Council

Recommendation(s)

- 1. That the Overview and Scrutiny Committee approve this report and associated recommendations set out from paragraph 11.**
- 2. Subject to approval by Overview and Scrutiny next steps as set out from paragraph 13 are undertaken.**

Reasons for Recommendations

1. To support Overview and Scrutiny meet intentions set out in the work programme.
2. To enable suggested improvements to the Council motions process.

Introduction

1. At the Annual Overview and Scrutiny meeting held on 28th July 2021 the committee agreed the work programme for the year based on their ideas and discussions.
2. As part of this work programme Overview and Scrutiny were keen to review previous motions submitted at Full Council. This work has been led by the Overview and Scrutiny Chair, Councillor Battley.
3. The review focussed on considering motions received by Council and associated next steps since the motions were tabled.

Chairs Findings

4. The Chair reviewed the motions submitted at Full Council for a considerable number of years.
5. The Chair compared themes like motion topics and outcomes from passed motions.
6. The motions were for several issues affecting the borough and have been submitted from various councillors from different political parties.
7. The Chair found that several motion topics shared high similarities between them and often asked for the same outcomes (a particular example of this are motions relating to climate change), despite the motions being quite some time apart.
8. The Chair found that it was unclear if the outcomes had been implemented due to most motions not having a clear individual identified responsible for its outcome.
9. The Chair found that to find motions, each individual meeting agenda had to be searched through. This takes a large amount of time.
10. The Chair found no current way to review if the motions had been implemented in the way set out.
11. The Chair believes that a tracker collating the motions would prevent this.

Recommendations

12. The following 4 recommendations are set out for approval by the Overview and Scrutiny Committee:
 - Agreed motions requiring actions should name a relevant person who will be responsible for completing and reporting on the outcome. Where longer term-based motions are agreed, this may mean being made part of the day to day work of the council across multiple areas.
 - A motion tracker should be created and maintained by democratic services showing the progress of actions passed.
 - A public tracker should be viewable on the council's website. This will need developing and scoping for best format.

- A report should be made to Full Council every 6 months to review the motions passed during that period and the actions undertaken. This will require a constitutional change that will first need to go to WAG for approval.
13. The reasons for each of the recommendations are as follows:
- Motions are a key contribution to local democracy that highlights issues of public concern.
 - Actions from motions need a relevant person to take responsibility for their outcome to see their completion.
 - A motion tracker will help with the effectiveness of this and if a public one can be developed it will allow residents to view the progress of this.
 - A bi annual review will prove useful in seeing how well the councils procedures for motion implication are.
 - WAG need to review constitutional changes before they are recommended to seek approval of Full Council.

Timetable of Next Steps

14. The table below outlines associated next steps:

Action	Key milestone	Due date (provisional)	Responsible
Report to be tabled at Cabinet following O and S approval	O and S agree recommendations to be forwarded to Cabinet	9 th December	Continuous Improvement and Democratic Services Officer
The O and S Chair attend Cabinet to present findings and recommendations to Cabinet	Cabinet considers review recommendations and associated Management Response	31 st January	Continuous Improvement and Democratic Services Officer
Constitutional recommendations sent to WAG	WAG approve necessary constitutional amendments where appropriate.	TBD	Democratic Services to add to agenda
Motion tracker development	Tracker developed and implemented.	TBD	Democratic services to lead
Guide to writing motions for	Guide produced and circulated councillors and	TBD	Democratic services to develop

Councillors written	included in their MS Teams area.		
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Wards Affected

N/A

Policy Implications

Reading Ease Score:

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Y/N
Crime and Fear of Crime (Section 17)	Y/N
Risk Management	Y/N
Environmental Issues & Climate Change	Y/N
Economic/Financial Implications	Y/N
Human Rights Act	Y/N
Organisational Consequences	Y/N
Local People's Views	Y/N
Anti-Poverty	Y/N
Legal	Y/N

Officer to Contact

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