

Report To: Cabinet

Date of Meeting: 7 March 2022

Report Title: Management Response to the Overview and Scrutiny Recommendations on reviewing the process and procedure of motions submitted at Full Council

Report By: Jane Hartnell, Managing Director

Key Decision: N

Classification: Open

Purpose of Report

To respond to the recommendations made by the Overview and Scrutiny review team on the process and procedure of motions submitted to Full Council

Recommendation(s)

- 1. That Cabinet thank the Scrutiny review team for their report**
- 2. That Cabinet approve this management response to the review team recommendations**

Reasons for Recommendations

- To respond to recommendations agreed by the Overview and Scrutiny at their Committee meeting on the 9th of December 2021.

Introduction

1. As part of the 2021/22 overview and scrutiny [annual work programme](#) a review was undertaken into the process and procedure of motions submitted to Full Council.
2. The Overview and Scrutiny Committee approved recommendations of the review team led by Councillor Andrew Battley at its meeting on the 9th December 2021.
3. The associated report is available here:

https://hastings.moderngov.co.uk/documents/s45121/Agenda%20Final%20Work%20programme%20Council%20Motions%20002_AB%20amends.pdf
4. The review arrived at 4 recommendations and this report considers a response to each, subject to Cabinet approval.

Overview and Scrutiny Review Recommendations

5. The following 4 recommendations were made:
 - I. 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.
 - II. A motion tracker should be created and maintained by Democratic Services showing the progress of actions passed.
 - III. A public tracker should be viewable on the council's website. This will need developing and scoping for best format.
 - IV. 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 Working Arrangements Group (WAG) for approval.
6. The reasons for each of the recommendations were 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 biannual review will prove useful in seeing how well the council's procedures for motion implication are.
 - Working Arrangements Group (WAG) need to review constitutional changes before they are recommended to seek approval of Full Council.

Management response

7. The recommendations I-IV are supported, and it is understood that work has been scheduled by the Democratic Services team and is already underway to bring forward the motions and public tracker as proposed.
8. The Council's senior management team will regularly review the motions tracker as it develops, to ensure that appropriate tasks or resources are delegated to follow up associated actions relating to each motion.
9. Given the financial and capacity challenges facing the Council documented in the recent report to Budget Council, it is anticipated that there will be occasions where there is not the available staff resource to pick up on associated actions with regards to a motion immediately.
10. Where this is the case, the Managing Director will liaise with the political leadership and determine the priority level of the work compared to other existing work streams and timetable work appropriately.
11. The above recommendations of the Overview and Scrutiny Committee prompt the need for a 'relevant person' to pick up associated actions. It will be important that the developing trackers identify the relevant person to ensure associated work is progressed in a timely manner.
12. It is also anticipated that some more wide-ranging motions may require more in-depth analysis in order to identify how best to achieve the outcome desired by council. Where appropriate, the council's internal review 'Project Assessment Group' may be asked to review the motion and determine how best to proceed.
13. This response is also mindful that Councillors on Overview and Scrutiny have also been reflecting on the quality and purpose of motions, considering the extent to which these are Specific, Measurable, Realistic and Time orientated/targeted (SMART).
14. Such reflection is welcome, and this response would encourage political leaders to work with their respective groups to reflect carefully on their potential motions in SMART terms, which in turn should assist in actioning the motions and tracking their progress.
15. It is understood that further work will be required to arrive at the right format and layout for the public tracker proposed and this will involve joint working between Communications, Web and the Democratic Services team to develop further.

Conclusion

16. The next steps below set out an indicative timetable for associated work, assuming Cabinet approval of the recommendations and management response set out above.

Timetable of Next Steps

17. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible

Internal motion tracker to be signed off	Motion tracker tested/ reviewed monthly	From April 2022	Democratic Services
Development of public motion tracker	Tracker tested, refined and made available on the council's website,	May 2022	Democratic Services
Internal Motion tracker operational	Tracker reviewed at regular senior management meeting and associated tasks allocated.	May 2022	Democratic Services
Public motion tracker operational	Tracker available and regularly updated on HBC website.	June 2022	Democratic Services
Constitutional change to enable 6 monthly reports to Cabinet/Council taken to WAG	WAG meeting organised and item reviewed. Constitutional changes approved if/as required.	April- Aug 2022	Monitoring Officer and Democratic Services
6 monthly Report to Cabinet/Council summarising motions progress.	Report timetabled and included on the Forward Plan.	From September 2022	Democratic Services

Wards Affected

(All Wards);

Policy Implications

Reading Ease Score:

Have you used relevant project tools?: Y/N

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

Additional Information

Relevant links inserted into the introduction section of this report.

Officer to Contact

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