

## Taunton Deane Borough Council

### Motions to Council – Assessment Form

On receipt of a Motion from a Councillor, the Democratic Services Manager will carry out an assessment as to its contents to establish whether there are likely to be significant consequences to the Council should the Motion be carried at the subsequent Full Council meeting.

The first question to be addressed will be:-

“Can the Motion, if approved, be implemented without the need for any resource (financial and otherwise) to be identified outside existing budgets or staffing capacity?”

If the answer is ‘yes’, then the Motion can proceed towards discussion and resolution.

An example of a Motion which would fall into the above category would be where the Council is being asked to lobby the Government, Somerset County Council or other body on a particular issue. If the motion is carried, the action required will usually involve no more than a letter being prepared and sent to the intended recipient.

However, as in the case of the recent Motion on ‘Legal Hights’, the answer to the above question would clearly be ‘no’.

In such circumstances, detailed analysis of the wording of the Motion will be required to identify what will be needed if the Motion – when it comes before Full Council – is carried.

Such analysis will include:-

- What additional resource would be required to ensure the Motion (if approved) could be implemented?
- What needs to be done to identify the level of resource necessary both in financial and staff terms?
- Are any approvals needed to provide these resources?
- Will this require reports to be submitted through Scrutiny and the Executive? If a Supplementary Estimate is required, Full Council approval will be required too.

If such analysis is required, the Democratic Services Manager will arrange for the attached pro-forma to be completed and this will accompany the relevant Motion onto the agenda of the Full Council meeting so all Members are aware that further investigation will be required before the Motion – even if it is carried – can be implemented.

## Motions to Council – Assessment Proforma

**(To be used in circumstances where it appears the wording of a proposed Motion will commit the Council to providing further financial or staffing resources which cannot be met from existing budgets)**

### Brief Details of the Motion -

#### Motion

- (1) The Council opposes the decision of the Government to close Norton Manor Camp and relocate the Royal Marines out of Taunton Deane; supports the retention of the 40 Commando Unit and stands behind the local 40 Commando community of serving and veteran Royal Marines who want the Camp to remain in the Borough;
  
- (2) The Leader of the Council writes to the Secretary of State for Defence strongly opposing the closure of the Camp, urging him to remove Norton Manor Camp from the list of sites to be disposed of on the Ministry of Defence website; and
  
- (3) The Leader of the Council also writes to all of Somerset’s Members of Parliament pointing out that the County is in danger of losing 40 Commando Royal Marines, urging them to take up the importance of Norton Manor Camp to the County of Somerset and to Taunton Deane in particular in Parliament and oppose its closure and the relocation of 40 Commando to another area and that the Chief Executive should report back to the whole Council placing copies of any replies received on the public record.

### Questions to be addressed

<ul style="list-style-type: none"> <li>• <b><i>What additional resource would be required to ensure the Motion (if approved) could be implemented?</i></b></li> </ul>
<p>Answer – None. All that would be required is to draft and send six letters. One to the Government and five to the Somerset Members of Parliament.</p>
<ul style="list-style-type: none"> <li>• <b><i>What needs to be done to identify the level of resource necessary both in financial and staff terms?</i></b></li> </ul>
<p>Answer – Not applicable</p>
<ul style="list-style-type: none"> <li>• <b><i>Are any approvals needed to provide these resources?</i></b></li> </ul>
<p>Answer – Not applicable</p>

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| <ul style="list-style-type: none"><li>• <b><i>Will this require reports to be submitted through Scrutiny and the Executive? If a Supplementary Estimate is required, Full Council approval will be required too.</i></b></li></ul> |
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Answer – Not applicable
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**Likely timescale involved - The six letters required could be drafted and sent within a week of the meeting of Full Council.**