

## **Somerset West and Taunton Council**

### **Motions to Council – Assessment Form**

On receipt of a Motion from a Councillor, the Governance Team 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 ‘Climate Change’, 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 Governance Team 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 –

This Council resolves:

1. Write to and lobby both of the District’s Members of Parliament, urging them to strongly oppose these proposals and to publish the replies received from them;
2. Highlight its concerns over these proposals with the public and local residents who will be affected.

## Questions to be addressed

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| <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> |
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Answer – Part 1 of the resolution can be met from existing financial resources. For Part 2 additional resource would be required to highlight Council concerns with the public and local residents
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| <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> |
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Answer – Depending on the engagement required the level of resource will need to be assessed. Without the details of the Planning Bill being known it is suggested that any engagement at this stage (other than publication of the motion and the letter to MPs) would be premature.
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| <ul style="list-style-type: none"><li>• <b><i>Are any approvals needed to provide these resources?</i></b></li></ul> |
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Answer – If the engagement is limited to that above no additional resource will be required.
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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>
Answer – N/A