

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 -

Motion

This Council therefore resolves that:-

1. A letter is written to the Chair of the Devon and Somerset Fire Authority expressing this Council's opposition to the closure of Porlock Fire Station and the impact it will have on the surrounding rural areas.

Questions to be addressed

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| <ul style="list-style-type: none">• <i>What additional resource would be required to ensure the Motion (if approved) could be implemented?</i> |
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Answer – None - the working up of a letter can be done within existing resource.
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| <ul style="list-style-type: none">• <i>What needs to be done to identify the level of resource necessary both in financial and staff terms?</i> |
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Answer – An Officer will draft a letter which will be circulated and signed off before sending on behalf of the Council.
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| <ul style="list-style-type: none">• <i>Are any approvals needed to provide these resources?</i> |
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Answer – None.

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| <ul style="list-style-type: none">• <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> |
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Answer –

This does not require reports to be submitted through Scrutiny and the Executive. The Council may wish to engage with the Fire Authority through their consultation process in the following months, which could include discussion at a Scrutiny Committee or Members Briefing if so desired.
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Likely timescale involved –

A week to turn around a letter.