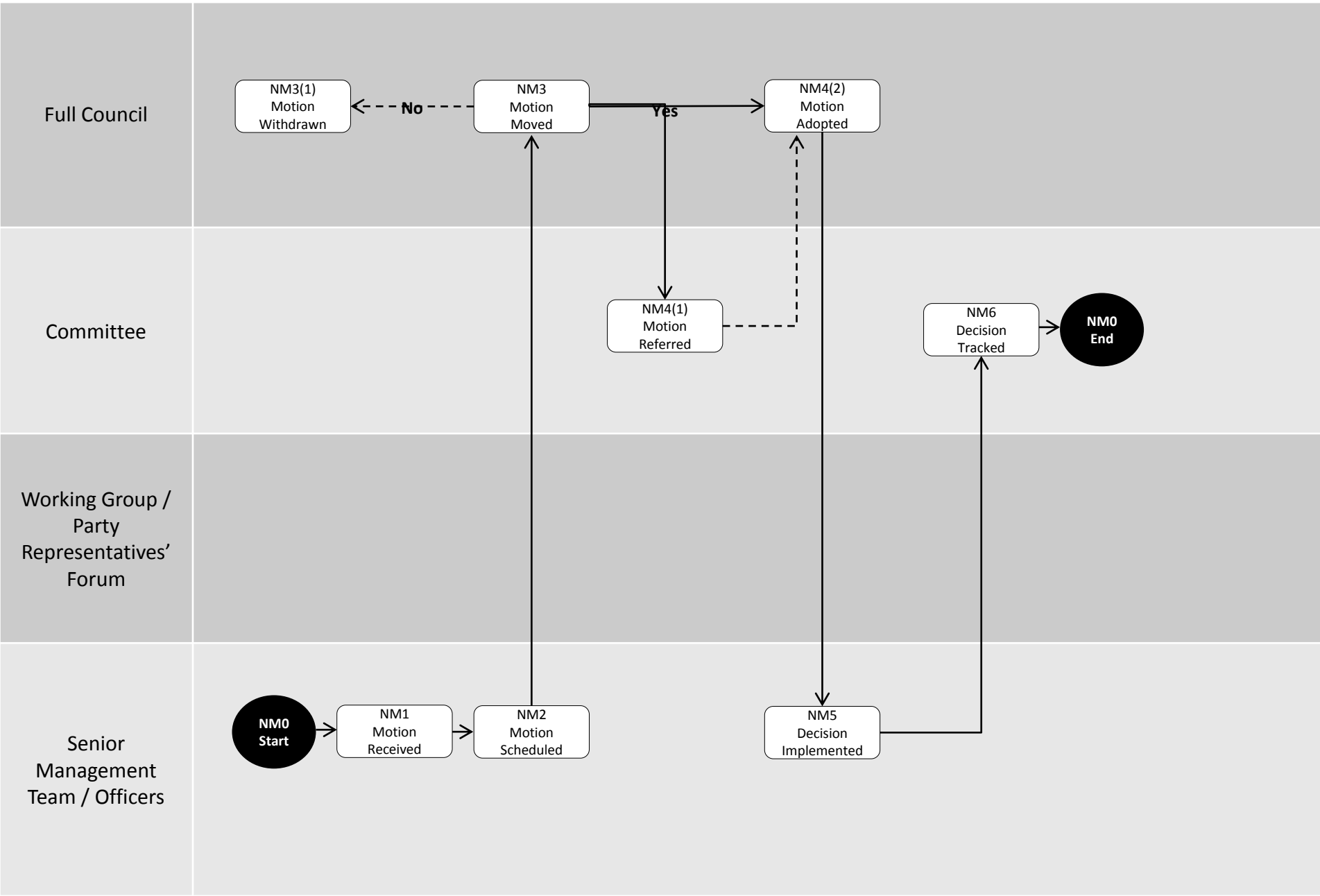


# Council Decision-Making: Notices of Motion

(Version 1.1 – Audit Committee 22.09.16)

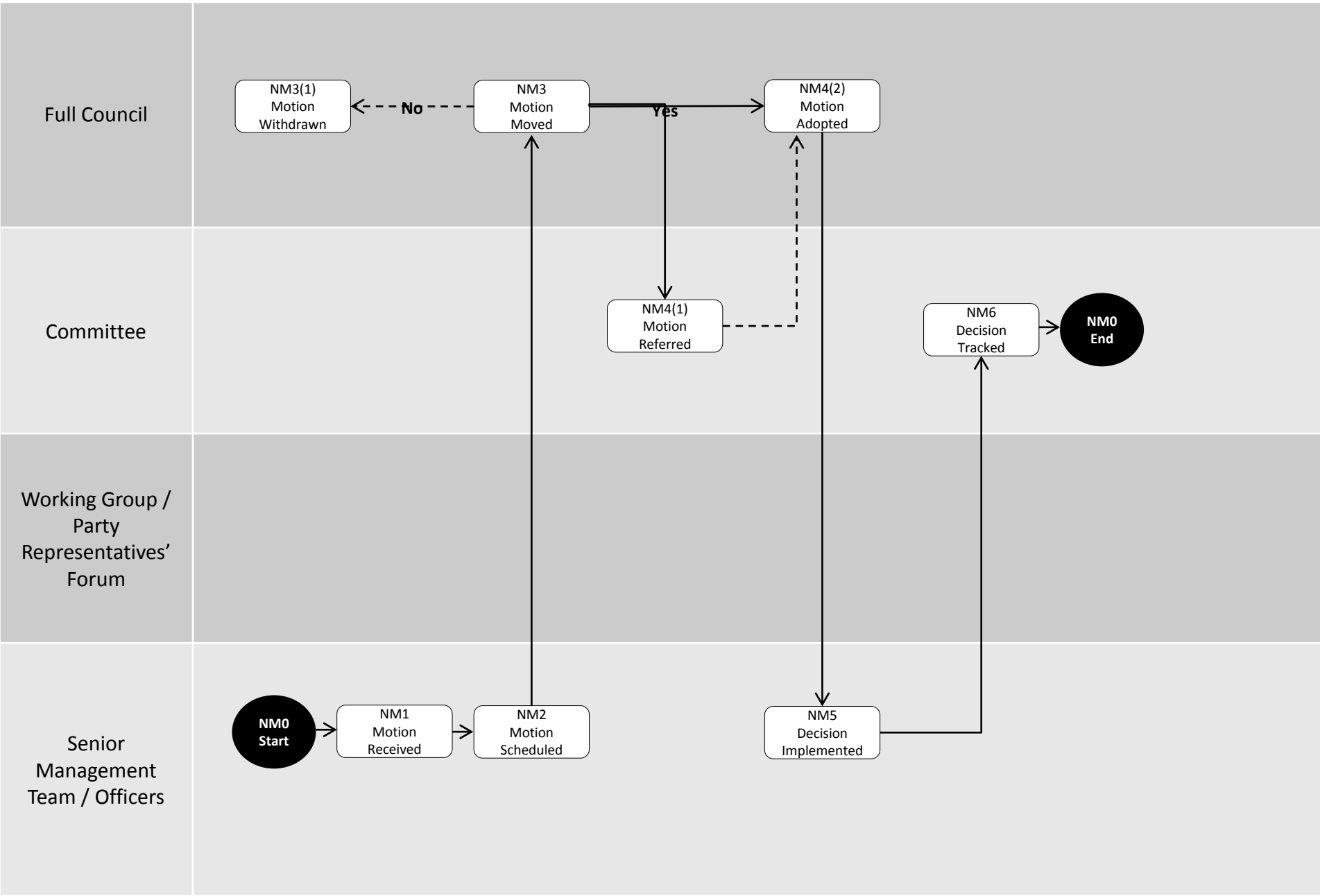


ID	Narrative	Notes
NM0 Start	Decision-making process commences when an Elected Member wishes to submit a Notice of Motion for consideration by the Council.	In accordance with Section 16(1) every Motion shall be relevant to: <ul style="list-style-type: none"> <li>(i) Which the Council has powers or duties or is not prevented from taking action by other legislation;</li> <li>(ii) Which directly affects the District or its residents; and</li> <li>(iii) For which the Council is legally competent.</li> </ul>
NM1	A Notice of Motion is received in writing by the Chief Executive and signed by the Elected Member(s) of the Council giving notice.	The Motion must be submitted at least ten (10) clear days before the next Meeting of the Council. A Motion shall be rejected if the wording or nature of the Motion is considered unlawful or improper.
NM2	Subject to the above being satisfied, the Notice of Motion is scheduled for the consideration at the next Meeting of the Council in the order in which they are received.	All notices shall be dated and numbered as received and entered into a register.
NM3	Notice of Motion is moved.	The Motion is moved by an Elected Member of the Council. In the event the Motion is not moved, it shall, unless postponed by the consent of the Council be treated as withdrawn and shall not be moved without fresh notice. Please refer to <b>NM3(1)</b> .
NM4(1)	Subject to the Motion being moved and seconded, the Motion is referred (without discussion) to a Committee (in the event it relates to its remit or as decided by the Council) for consideration and report.	The Motion may be subject to Amendments. These are dealt with as part of the Section 17 of the Council's Standing Orders.
NM4(2)	Subject to the Motion being moved and seconded, the Motion is adopted subject to a Single Majority Vote.	In the event the Motion fails, then the decision of the Council cannot be revisited until six (6) months have elapsed. The decision may however be subject to Call-in as per Section 26 of The Local Government (Northern Ireland) Act 2014.  If a Motion fails to be considered at a Meeting of the Council, such a Motion will only be included on the

		<p>agenda for the following Meeting if submitted in writing to the Chief Executive (by the Elected Member concerned) not later than seven (7) clear days before the Meeting.</p> <p>Any Notice of Motion which fails to be considered at two consecutive Meetings will not be accepted for inclusion on the agenda for a period of six (6) months from the date of the second Meeting at which the matter failed to be considered.</p>
NM5	Decision of Council implemented.	<p>Decision of Council implemented by SMT / Officers after statutory period of five (5) working days has elapsed for the purposes of Call-in.</p> <p>Potential financial, human resources, good relations and equality implications are identified by SMT / Officers and Council advised accordingly. Motion is may also subject to the capital / revenue appraisal process (where relevant)</p>
NM6	Progress in respect of the implementation of the decision is reported back to the relevant Committee of Council as part of the normal tracking of decisions.	This is dependent upon the nature of the decision i.e. contentious, strategic etc. Decision-tracking is currently facilitated via the reporting of Action Sheets to the relevant Committee / Working Group.
NM0 End	The process ends when the decision has been implemented in full.	

# Council Decision-Making: Notices of Motion

(Version 1.1 – Audit Committee 22.09.16)

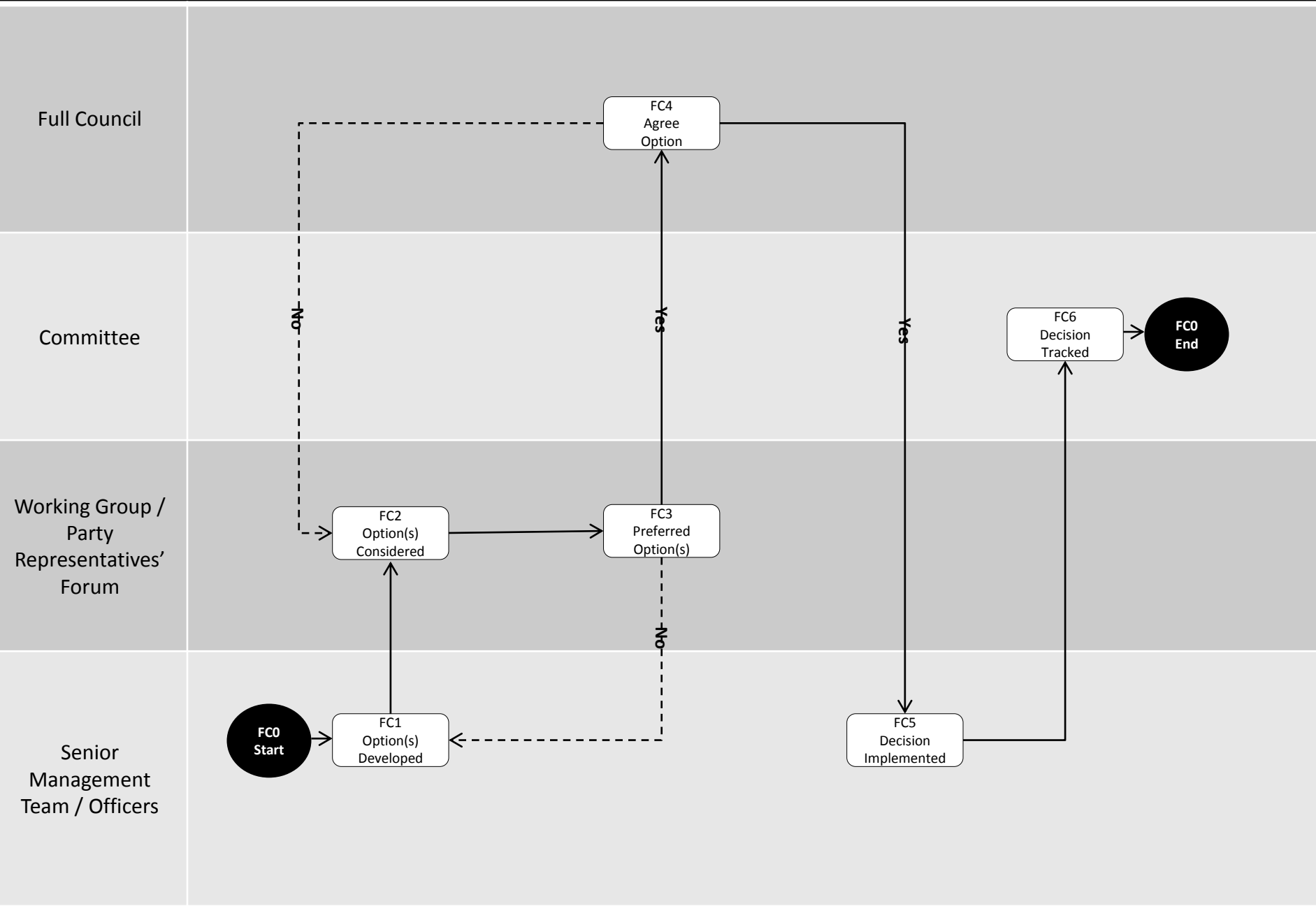


ID	Narrative	Notes
NM0 Start	Decision-making process commences when an Elected Member wishes to submit a Notice of Motion for consideration by the Council.	In accordance with Section 16(1) every Motion shall be relevant to: <ul style="list-style-type: none"> <li>(i) Which the Council has powers or duties or is not prevented from taking action by other legislation;</li> <li>(ii) Which directly affects the District or its residents; and</li> <li>(iii) For which the Council is legally competent.</li> </ul>
NM1	A Notice of Motion is received in writing by the Chief Executive and signed by the Elected Member(s) of the Council giving notice.	The Motion must be submitted at least ten (10) clear days before the next Meeting of the Council. A Motion shall be rejected if the wording or nature of the Motion is considered unlawful or improper.
NM2	Subject to the above being satisfied, the Notice of Motion is scheduled for the consideration at the next Meeting of the Council in the order in which they are received.	All notices shall be dated and numbered as received and entered into a register.
NM3	Notice of Motion is moved.	The Motion is moved by an Elected Member of the Council. In the event the Motion is not moved, it shall, unless postponed by the consent of the Council be treated as withdrawn and shall not be moved without fresh notice. Please refer to <b>NM3(1)</b> .
NM4(1)	Subject to the Motion being moved and seconded, the Motion is referred (without discussion) to a Committee (in the event it relates to its remit or as decided by the Council) for consideration and report.	The Motion may be subject to Amendments. These are dealt with as part of the Section 17 of the Council's Standing Orders.
NM4(2)	Subject to the Motion being moved and seconded, the Motion is adopted subject to a Single Majority Vote.	In the event the Motion fails, then the decision of the Council cannot be revisited until six (6) months have elapsed. The decision may however be subject to Call-in as per Section 26 of The Local Government (Northern Ireland) Act 2014.  If a Motion fails to be considered at a Meeting of the Council, such a Motion will only be included on the

		<p>agenda for the following Meeting if submitted in writing to the Chief Executive (by the Elected Member concerned) not later than seven (7) clear days before the Meeting.</p> <p>Any Notice of Motion which fails to be considered at two consecutive Meetings will not be accepted for inclusion on the agenda for a period of six (6) months from the date of the second Meeting at which the matter failed to be considered.</p>
NM5	Decision of Council implemented.	<p>Decision of Council implemented by SMT / Officers after statutory period of five (5) working days has elapsed for the purposes of Call-in.</p> <p>Potential financial, human resources, good relations and equality implications are identified by SMT / Officers and Council advised accordingly. Motion is may also subject to the capital / revenue appraisal process (where relevant)</p>
NM6	Progress in respect of the implementation of the decision is reported back to the relevant Committee of Council as part of the normal tracking of decisions.	This is dependent upon the nature of the decision i.e. contentious, strategic etc. Decision-tracking is currently facilitated via the reporting of Action Sheets to the relevant Committee / Working Group.
NM0 End	The process ends when the decision has been implemented in full.	

# Council Decision-Making: Reserved to Full Council

(Version 1.1 – Audit Committee 22.09.16)



ID	Narrative	Notes
FC0 Start	Decision-making process commences when Council is required to take a decision in accordance with Part 4, Section 7(3) (a-d) and Part 7, Section 40 of The Local Government Act (NI) 2014	<p>Decisions pertaining to the following functions can only be discharged by the Council itself:</p> <ul style="list-style-type: none"> <li>(i) Setting the District Rate;</li> <li>(ii) Determining an affordable borrowing limit under Section 13(1) of The Local Government Finance Act (NI) 2011;</li> <li>(iii) Borrowing money; and</li> <li>(iv) Acquiring or disposing of land.</li> </ul> <p>In accordance with the Standing Orders, decisions of the Council are subject to a Qualified Majority Vote (QMV) on:</p> <ul style="list-style-type: none"> <li>(i) The adoption of Executive arrangements;</li> <li>(ii) The method to be adopted for the filling of positions of responsibility;</li> <li>(iii) The method to be adopted for the appointment of Councillors to Committees;</li> <li>(iv) The exercise of the General Power of Competence;</li> <li>(v) A Call-in made in accordance with Section 41(1)(b) of the 2014 Act; and</li> <li>(vi) The suspension of Standing Orders.</li> </ul>
FC1	Senior Management Team (SMT) / Officers identify the issue(s) and prepare draft options for Elected Member consideration.	
FC2	Issue(s) and draft option(s) presented for the initial political consideration of the Party Groupings represented on the relevant (Elected Member-led) Working Group or Party Representatives' Forum.	Potential financial, human resources, good relations and equality implications are identified. Draft options are also subject to the capital / revenue appraisal process (where relevant)
FC3	Preferred option(s) identified with Party Groupings.	Elected Member feedback is used by the SMT / Officers to refine the potential options in advance of formal presentation to Council.



FC4	Preferred option(s) tabled for the formal consideration and agreement of Full Council.	Depending upon the nature of the decision, specific decisions will either be subject to a Simple Majority or Qualified Majority Vote. Please refer to FC0 Start. In the event Full Council does not agree with the preferred option(s), normally the issue is referred to a Working Group or the Party Representatives' Forum for further political consideration. The process recommences once a preferred option(s) have been identified.
FC5	Decision of Council implemented.	Decision of Council implemented by SMT / Officers after statutory period of five (5) working days has elapsed for the purposes of Call-in.
FC6	Progress in respect of the implementation of the decision is reported back to the relevant Committee of Council as part of the normal tracking of decisions.	This is dependent upon the nature of the decision i.e. contentious, strategic etc. Decision-tracking is currently facilitated via the reporting of Action Sheets to the relevant Committee / Working Group.
FC0 End	The process ends when the decision has been implemented in full.	