

Report to Rugeley Town Council

1st November 2023



Meeting Administration and Office Workload

Requests for agenda items

i. Motions for consideration

Reminder to councillors when requesting for an item to go on an agenda that Standing Order 9 must be followed and a motion included in the written request.

9 Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for the rejection.

ii. Items for discussion

Reminder to councillors that these must relate to the responsibilities of the appropriate meeting and that councillors must have supporting information to ensure an effective discussion takes place.

I would like to ask that the council note that where an item is for discussion only without a formal motion, then it maybe necessary/appropriate for a report to be prepared/added to with background information. If this is the case, and adequate information has not been provided by the councillor bringing the item, the Proper Officer (Clerk) will delay the discussion until the information has been supplied/is prepared.

Office Workload

At the present time, the Proper Officer (Clerk) is receiving an extremely high number of email requests from individual councillors for assorted information, and she is aware that she has not responded to all of these to date. These requests cover a very wide range of issues. If it is that these issues need to be raised and discussed, it is simply not feasible to attend to them all at once, due to the time restraints and other duties of the Proper Officer and her staff.

The Proper Officer and her staff, must first meet the statutory duties and can then move onto deal with other enquiries.

Please remember that all such requests must be sent to the Proper Officer and not individual members of her staff.

I would like to request the council agree, that the Proper Officer should prioritise her statutory duties and should set aside half a day a week, to attend to individual email requests. I would also like this to be extended to the council staff if in the opinion of the Proper Officer it becomes necessary.