

MANAGEMENT PRACTICE

EM 15

Councillor Referrals to Standing Committees

1. Following a referral by a Councillor to Committee a brief outline/comment on the referral item is to be provided to the CEO in the required format.
2. A summation of the proposal will then be included on the relevant Committee agenda.
3. As this is not a full report to Committee, it is not anticipated that a recommendation other than “that a report be prepared” will follow. Normally, no officer comment/report will be required at this initial stage.
4. Where the Councillors presentation or brief demands advice from officers, at the time, (normally a correction of fact), this will need to be included.
5. In the event that a Councillor has any additional information to provide besides the brief summary in the public agenda, that this information be communicated by the Councillor via a memo under separate cover to all Councillors and the CEO.
6. There will be instances where an officer’s report is already “in the pipeline” and, in the interests of expediency, a Councillors’ Item will be picked up in the process, enabling a quick recommendation to Council.
7. In the event of the Councillor who has made the referral not being able to attend the Committee meeting, then the deputy or an alternative Councillor as nominated by the referring Councillor may speak to the item.
8. If however, the referring Councillor is not in attendance at the Committee meeting and there is no alternative spokesperson to respond to queries then Committee may determine whether the matter should lapse or be recommitted to a subsequent meeting.

Last Reviewed 22 July 2016

Authority MANEX