



From mountain to sea

Scheme of Governance

Part 4F – Member Promoted Issue

Form and Guidance

27 September, 2019



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1 MECHANISM FOR MEMBER PROMOTED ISSUE

A Member can raise a Member Promoted Issue (MPI) in terms of Standing Order 4.2.8. It is a mechanism that allows Members to add items to meeting agendas of Full Council, Area and Policy Committees. The issue might be, amongst other things, a single issue, an idea or innovation, a project, protocol or policy review, development or initiative. This list is intended to be descriptive and illustrative but not exclusive. The intention of this mechanism is to give a pathway to a forum for Member promoted issues of whatever type so long as it is competent and capable of being considered and/or implemented by the Council in terms of the Council's functions and legal capacity.

The expectation is that the Member has researched the issue, has taken the opportunity to engage with the relevant Service and/or Area Manager, wherever appropriate, and is aware of current action being taken and options available to have the subject matter addressed, has evidence of the need for the MPI and there is clarity in that the issue is not being dealt with elsewhere in the Council. Going through this process will assist Members in formulating the terms of the MPI. Guidance should also be sought from Legal and Governance on wording and competency.

If there is evidence that there is a duplication or that the matter is being resolved then the Member will be advised of this and can withdraw the request.

1. A Member may complete and submit the attached MEMBER PROMOTED ISSUE FORM ("the form") to the Director of Business Services.
2. The Director of Business Services will ensure that a report is compiled by suitably qualified officers within 28 days of receipt of the form.
3. The report will then be submitted to the next cycle of Area Committee, Policy Committee or Full Council for consideration of the business proposed.
4. The Director of Business Services will ensure that the officers compiling the report liaise with the Member who has raised the issue in the production of the report. The purpose of liaising is to ensure that the Member concerned is assisted to fully narrate and explain the background to the issue and enable the officers to accurately reflect the matter in their report.
5. Once it reaches a meeting of the Area Committee, Policy Committee or Full Council, the Member who has promoted the issue may propose the recommendations and speak to the report for up to 10 minutes. However, the report remains an officer report in which officers will give their professional views on the issue raised and the implications for the Council in progressing the issue further.
6. Whilst officers will strive to ensure that matters raised through this mechanism receive timeous and prompt attention, it is recognised that not all issues can receive the justified treatment they warrant in a short period of time. If the

Member promoting the issue is in agreement, the period of 28 days can be extended further as appropriate so as to allow the report to be drafted with all due professional care. In the event of a Member failing to agree to extend the period of 28 days, the Director of Business Services will present a report indicating, so far as possible, the officer response to the issue being promoted and any reasons for the lack of opportunity to make full recommendations on the issue. A decision can be taken by Full Council or Committee as the case may be as to whether to further extend officer consideration of the issue or to deal with matter as presented.

7. Area Committee, Policy Committee or Full Council will give full consideration to the promoted issue and take a decision on whether to progress it further and if so minded, give appropriate instructions to officers to enable this to happen.

2 MEMBER PROMOTED ISSUE FORM

SUBMITTED BY MEMBER(S) _____, WARD(S) _____.

1. Full description of the issue to be promoted (include evidence of research undertaken and need for the MPI)	
2. Is this issue connected or related to any other project currently being progressed? Please outline	
3. Has this issue arisen as the result of any representation by constituents or other parties? Please identify any interested parties	
4. Has this issue been considered in the past and if so, when and by whom (Officer or Committee)?	

5. If an issue particular to a service or area, has the Head of Service or Area Manager been consulted, if so when and what was the outcome?	
6. Summarise the preferred outcome of the Member Promoted Issue	
Dated	Signed