

## **RUGBY BOROUGH COUNCIL**

### **QUESTION PURSUANT TO STANDING ORDER 10**

**COUNCIL – 25 OCTOBER 2023**

#### **QUESTION B**

##### **Councillor Moran to ask the Leader of the Council, Councillor Poole:**

“To urgently meet with the Council Leadership Team and review and improve the standards of reporting for Full Council (and other meetings). This request is made with the objective of improving democratic standards and the ability of Councillors to fully participate in proceedings.

Single PDF documents often extending to several hundred pages cannot be best practice. A clear summary and contents page should be provided in all instances and subject reports and background information presented in separate appendices. Where decisions are being asked involving financial considerations the reports should contain clear costings and anticipated returns wherever possible.

In addition, any source material used in preparing Council reports should be clearly identified and a hyperlink provided wherever possible. All policy work should also provide clarity on expected outcomes together with timelines for targets and feedback/review mechanisms.”

##### **Councillor Poole, Leader of the Council, to reply as follows:**

“I thank Councillor Moran for his question and also bringing forward a matter that has been discussed at the All Leaders Steering Group.

On 25 July we discussed the length of reports and the ability of Councillors to process such reports. I note Councillor Moran was not present at the meeting and Councillor Mistry and Councillor Mrs Brown attended on behalf of your group. It was actioned that from October of this year all reports would require an Executive Summary.

We also agreed hyperlinks to all Cabinet reports to allow all Councillors to access individual reports arising from Cabinet recommendations from Full Council.

I am unclear on the reference to single PDF documents and a contents page as all Full Council (and other meetings) have bookmarks to enable Councillors to navigate between different reports and appendices. I would urge any Councillors who are either not aware or struggling with this to contact Democratic Services.

In terms of the Council’s policy work, this is undertaken with a view to the Council’s Corporate Strategy and Delivery Plan. Such policy work is also supported by relevant action plans. With regard to financial considerations, these are clearly provided within the financial implications.

Finally, I would like to emphasise that Council reports are at the very heart of our decision-making process. It is important that each Councillor is able to fully process and understand the decision they propose to make.

I have no objection to any Group Leader or Councillor engaging with the Council's Leadership Team. However, as I have already stated this is a matter that has already been discussed at the All Leaders Steering Group and all draft reports are shared for both Cabinet and Full Council.

I look forward to receiving feedback from my fellow Leaders on any matters related to Cabinet and Full Council reports and would strongly recommend that such matters are brought to future All Leaders Steering Group meetings as originally intended.”