

## Members' Update Procedure Rules - Information Items

1. Reports on matters which do not require members to make a meaningful decision, namely:
  - (a) information reports providing details of events/happenings;
  - (b) position statements;
  - (c) progress reports;
  - (d) performance monitoring reports;
  - (e) reports back on decisions taken under delegated authority

will not be routinely formally reported to committees or Overview and Scrutiny Committees.

2. All members (including co-opted members) will receive, for the Corporate and Environmental Overview and Scrutiny Committee and each Regulatory Committee meeting, a **Members' Update**. The purpose of the Update will be to highlight issues related to the work of the committee or Overview and Scrutiny Committee which do not require a decision.

In practice this means "Members Updates" will be prepared for the following

- Corporate and Environmental Overview and Scrutiny Committee
  - Planning Committee
  - Licensing and Appeals Committee
  - Licensing and Gambling Committee
3. Each Members Update will be produced, through Member Services, to a corporate standard, and will have a clear identity making it easily recognisable. A timetable for its production and in relation to papers generally will be circulated by Member Services.
  4. Articles for the Members Update should follow the corporate form and be as succinct and informative as possible. Regard should be had to the guidance on Plain English and the excellent work which has been carried out here. It is for the Chief Operating Officer, Corporate Director or relevant Head of Service to determine the contents of each "Members Update." It is crucial that all articles have the appropriate input from the Legal and Democratic Services Manager, Head of Finance, Procurement and Policy, Human Resources and other relevant Heads of Service before being passed to Member Services. Authors will need to devise appropriate consultation arrangements which should also include the

relevant Portfolio Holder as necessary. The Members Update will be assembled by Member Services using the articles received and will be dispatched via an e-mail link to Members and to the Press and made available for public inspection and published on the Council's website.

5. The Chief Operating Officer, Corporate Director or relevant Head of Service also need to identify those items within the Update which may require a more specific media release or briefing.
6. Overview and Scrutiny Committee Procedure Rule 8(b) and Committee Procedure Rule 6(b) provide for an item from the Members Update (including an exempt Members Update) to be placed on a committee agenda.
7. Member Services will collate all items received and put them on the agenda. They will advise the Chief Operating Officer, Corporate Director or relevant Head of Service in order that a response may be prepared.