



Title of report: Executive Responses to Notices of Motion

Decision maker: Leader of the Council

Decision date: 9 July 2026

Report by: Director of Governance and Legal Services

Classification

Open

Decision type

Non-key

Wards affected

(All Wards);

Purpose

To approve executive responses to outstanding notices of motion agreed at meetings of the full Council.

Recommendation(s)

That:

- a) **The executive responses to notices of motion contained in appendix 1 are approved.**

Alternative options

1. To not provide executive responses to notices of motion and continue to consider previously agreed motions as outstanding, requiring the provision of updates. To continue to consider the attached listing of motions as outstanding would not provide any clarity regarding the actions the executive and council is taking and the requirement to continue to provide updates would be administratively burdensome.

Key considerations

2. At ordinary meetings of the full Council there is a constitutional provision which allows members of the Council to propose notices of motion for debate. Notices of motion usually: outline an action that the executive, the council as a whole or officers are asked to take; or propose a policy position that the council should adopt.

3. Notices of motion that concern matters that are the responsibility of the executive (cabinet) can only request that the executive investigate or consider those actions proposed. The executive is required to consider such motions and to provide executive responses to the resolutions agreed. Once an executive response has been published the notice of motion can be considered to be no longer outstanding.
4. Notices of motion can also take the form of requirements or requests that the council or specific officers undertake certain actions. This is most common when full Council agrees that the Chairperson of the Council or a senior officer, e.g. The Chief Executive, write to a body or organisation to provide the view of the Council on a matter of local importance. Where such notices of motion are agreed and correspondence is produced and sent, those motions can be considered fulfilled and no longer outstanding.
5. The Council's constitution explains that motions must be about matters for which the council has a responsibility or which affect the county and that the report to a meeting of the Council containing the motions for debate will include progress of all outstanding resolutions. As outlined above, in practice, motions will be considered outstanding until an executive response is published or correspondence is produced and sent.
6. The attached table of notices of motion (appendix 1) provides executive responses to motions agreed in 2025 which call for action within the remit of the executive. This report seeks to provide a final executive responses to a number of motions that are still considered outstanding.

Community impact

7. Herefordshire Council's adopted code of corporate governance provides the framework for maintaining high standards of corporate governance in order to achieve the council's vision of "people, organisations and businesses working together to bring sustainable prosperity and well-being for all, in the outstanding natural environment of Herefordshire."
8. In accordance with the code, the long-term nature of many of Herefordshire Council's responsibilities mean that we should define and plan outcomes and that these should be sustainable. Decisions should further the council's purpose, contribute to intended benefits and outcomes, and remain within the limits of authority and resources. Input from all groups of stakeholders is vital to the success of this process and in balancing competing demands when determining priorities for the finite resources available.
9. If any executive response to a motion results in the requirement for an executive decision, the cabinet will have due regard to the community impact when determining the decision.

Environmental Impact

10. Whilst this is a decision on back office functions and the administrative process to approve executive responses will have minimal environmental impacts, there are a number of motions which centre on impacts to the environment in Herefordshire. If any executive response to a motion results in the requirement for an executive decision, the cabinet will have due regard to the environmental impact when determining the decision.

Equality duty

- 11. The Public Sector Equality Duty requires the Council to consider how it can positively contribute to the advancement of equality and good relations, and demonstrate that it is paying 'due regard' in our decision making in the design of policies and in the delivery of services.
- 12. The mandatory equality impact screening checklist has been completed for this decision and it has been found to have no impact for equality.

Resource implications

- 13. None arising from the recommendation; if any executive response to a motion results in the requirement for an executive decision, the cabinet will have due regard to the community impact when determining the decision.

Legal implications

- 14. None arising from the recommendation; if any executive response to a motion results in the requirement for an executive decision, the cabinet will have due regard to the legal implications when determining the decision.

Risk management

- 15. Any risks arising from the implementation of the executive responses to the Notices of Motion will be considered and managed in line with the council's Risk Management Strategy as part of the relevant executive decision-making processes. This ensures appropriate governance, accountability, and oversight of risk at each stage.

Risk / opportunity	Mitigation
If executive responses to motions are not appropriately followed up or actioned where required, this could lead to reputational risk or non-compliance with agreed commitments.	Any follow-on actions that require an executive decision will be subject to the council's formal governance and decision-making process, including appropriate risk, legal, and financial oversight.

Consultees

- 16. None.

Appendices

Appendix 1 – schedule of motions and executive responses

Background papers

None