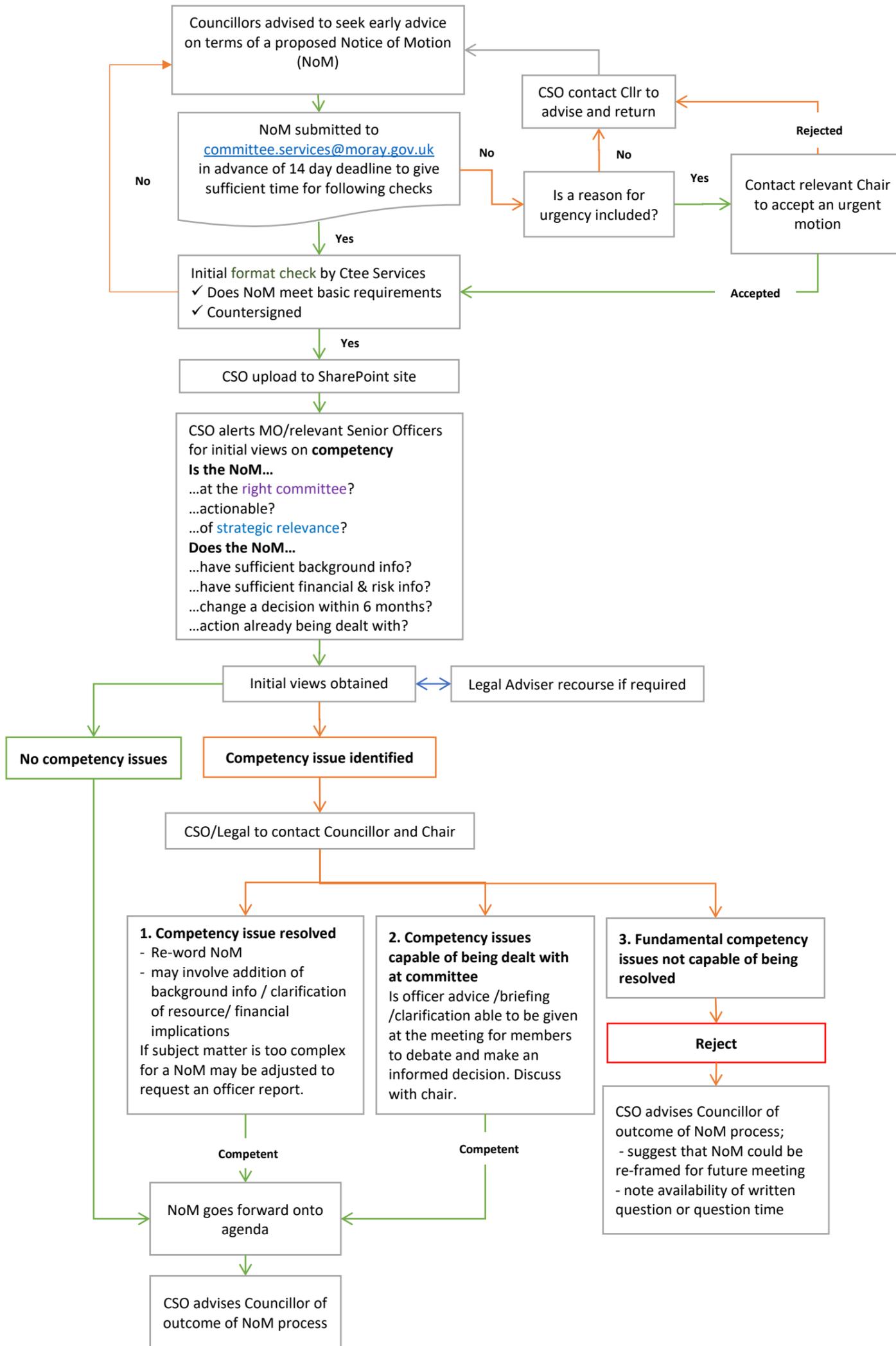


Notice of Motion: Committee Services handling guidance

Under [Standing Orders](#) 35 and 49



NoM format checklist

- Notice of Motion to [Committee] on [date]
- [Reason for urgency]
- [Material Change of circumstances, if 6 month rule applies]
- **Background** -must contain sufficient and clear info +refs to any material referred to.
- **Action required**- must be clear, relevant and actionable
- **Financial implications** – costs/ source of funding must be clear
- **Signed and countersigned**

In considering whether a NoM is going to the right committee, reference will be made to the Council’s Scheme of Admin. Service committee issues will only be given consideration at Full Council where the issue is time critical and cannot wait until the next meeting.

In determining whether a NoM has **strategic relevance** the following considerations apply:

< More likely to allow:
Relating to significant policy / strategy / plans / significant financial implications / impact on wide section of public

> Less likely to allow:
Individual situations which;
- go against agreed council policy
- decisions for which there is an agreed position or process
- request is out with council

Amendments to a proposed Notice of Motion on an agenda are requested to be submitted in writing to Committee Services – committee.services@moray.gov.uk prior to the meeting where possible.