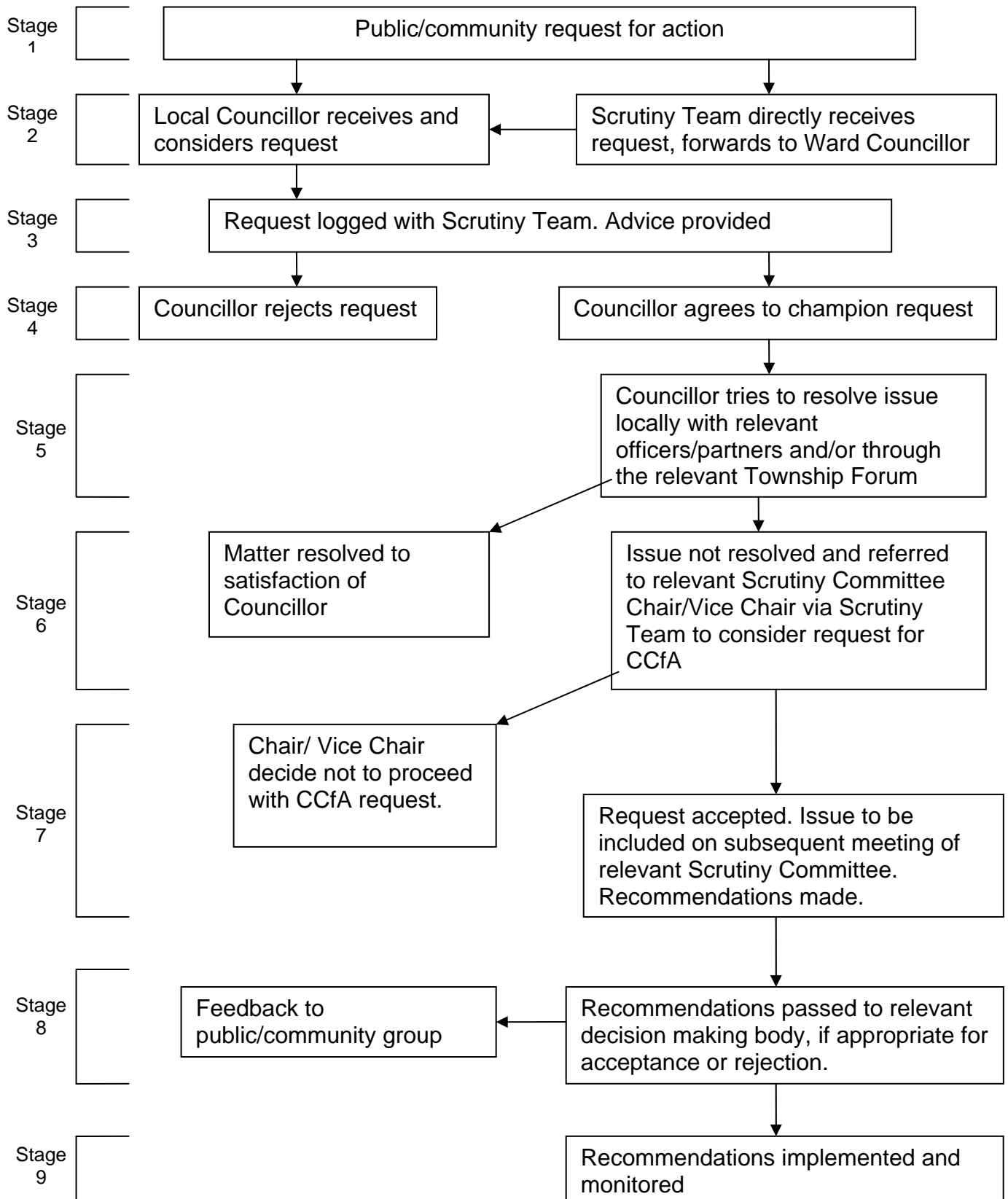


Councillor Call for Action – Protocol



Councillor Call for Action (CCfA) – Guidance in relation to each stage of the protocol.

| CCfA Stages | Guidance |
|--|---|
| <p>Stage 1</p> <p>Public/Community request action.</p> | <p>Self explanatory</p> |
| <p>Stage 2</p> <p>Local Councillor receives and considers request.</p> <p>Scrutiny Team directly receives request, forwards to Ward Councillor</p> | <p>Self explanatory</p> <p>Self explanatory</p> |
| <p>Stage 3</p> <p>Request logged with Scrutiny Team. Advice provided.</p> | <p>The request should be forwarded to the Scrutiny Team using the CCfA Request Form (See appendix 3).</p> <p>A meeting should then be held between the Councillor submitting the CCfA request and a representative of the Scrutiny Team. This meeting should take place within 10 days of receiving the request form.</p> |
| <p>Stage 4</p> <p>Councillor rejects request.</p> <p>or</p> <p>Councillor agrees to champion request</p> | <p>The Councillor submitting the CCfA request should feedback accordingly explaining why the request has been rejected. Rejection at this stage would normally occur because of an exemption clause.</p> <p>Self explanatory</p> |
| <p>Stage 5</p> <p>Councillor tries to resolve issue locally with relevant officers/partners and/or through the relevant Township Forum.</p> | <p>Self explanatory</p> |
| <p>Stage 6</p> <p>Matter resolved to satisfaction of</p> | |

| | |
|--|---|
| <p>Councillor.</p> <p>or</p> <p>Issue not resolved and referred to relevant Scrutiny Committee Chair/Vice Chair via Scrutiny Team to consider request for CCfA</p> | <p>Self explanatory</p> <p>This meeting to be held within 10 days of the request being received by the Scrutiny Team. It is important that evidence is presented by the Ward Councillor at this meeting demonstrating the attempts that have been made to resolve the issue.</p> |
| <p>Stage 7</p> <p>Chair/Vice Chair decide not to proceed with CCfA request.</p> <p>or</p> <p>Scrutiny Committee Chair/Vice Chair accept request and agree to include on subsequent meeting of the relevant Scrutiny Committee.</p> | <p>It is expected that the reasons given for rejecting a request at this stage would be because of an exemption clause or it is thought that other options are still available to resolve the matter.</p> <p>Witnesses will be called to give evidence. Discussions at Committee should be based on exploring solutions to achieve the outcomes that the Councillor raising the CCfA had initially specified on the CCfA Request Form. Discussions should end with the Committee recommending that certain action be taken.</p> |
| <p>Stage 8</p> <p>Recommendations passed to relevant decision making body, if appropriate for acceptance or rejection.</p> <p>and</p> <p>Feedback to public/community group.</p> | <p>If rejected reasons to be given.</p> <p>Councillor supporting CCfA to provide feedback.</p> |
| <p>Stage 9</p> <p>Recommendations implemented and monitored</p> | <p>Regular updates to be provided to appropriate Scrutiny Committee.</p> |

Councillor Call for Action – CCfA – Request Form

Request by a Member of the Council for an issue of concern in their local community to be considered as a CCfA

Issue:

Reason why this issue should be considered as a CCfA:

Action taken: What action has been taken by the Ward Councillor to resolve this issue?

Desired Resolution: What would you wish to see happen as a result of the CCfA process?

Name – Councillor:
Please print

Signature:

Date: