

COUNCILLOR CALL FOR ACTION PROTOCOL

Councillor Call for Action

1. Any Member may, by giving notice to the Chief Executive (or his/her representative) in writing, initiate a 'Councillor Call for Action' relating to a local government matter that is not an excluded matter and where other routes to resolve the issue have not succeeded
2. A Councillor Call for Action can only be initiated where:
 - (a) it relates to the discharge of any of the Council's functions;
 - (b) it relates to a matter which affects the Ward of the Member initiating it;
 - (c) it does not relate to individual planning decisions, licensing decisions or matters where the affected person or body has a statutory right of appeal;
 - (d) it does not relate to any matter which is vexatious, discriminatory or not reasonable to be included on the agenda for an overview and scrutiny committee meeting
3. The Chief Executive (or his/her representative) will consult the Chair of the relevant overview and scrutiny committee to determine whether the request meets the criteria for a Councillor Call for Action
4. Where the request does not meet the criteria for a Councillor Call for Action, the Chief Executive (or his/her representative) will inform the Member making the request of the decision. Where the request does meet the criteria for a Councillor Call for Action, the Chief Executive (or his/her representative) will arrange for the matter to be included on the agenda for the next available meeting of the relevant overview and scrutiny committee
5. Where a Councillor Call for Action is included on the agenda for an overview and scrutiny committee, the committee will consider whether to include the subject of the Councillor Call for Action on its work programme. The Member making the request may address the committee before it is considered. If the committee decides not to include the subject of the Councillor Call for Action on its work programme, it will provide the Member initiating the request with the reasons for its decision.



COUNCILLOR CALL FOR ACTION

NAME OF COUNCIL MEMBER

CHECKLIST: A Call for Action can only be initiated where:

- It relates to the discharge of any of the Council's functions
- It relates to a matter which affects the Ward of the Member submitting it
- It does not relate to individual planning decisions, licensing decisions or matters where the affected person or body has a statutory right of appeal
- It does not relate to any matter which is vexatious, discriminatory or not reasonable to be included on the agenda for an overview and scrutiny meeting

COUNCILLOR CALL FOR ACTION:

Received by Chief Executive on: