

Part 5(g) – Local Protocol on Councillor Call for Action

1. The Councillor Call for Action (**CCfA**) is a mechanism for enabling elected Councillors to bring matters of concern in their ward to the attention of the Council, via the Scrutiny process.
2. The Constitution reflects this and provides that any Councillor may request that an item relating to their ward which cannot be resolved through normal channels is placed on a Scrutiny Committee agenda, for consideration. The Councillor making that request does not have to be a member of the specific (or any) Committee.
3. The CCfA is deemed to be an option of “last resort”. A CCfA will only be included on the relevant Scrutiny Committee agenda if the Chief Executive, is satisfied that:
 - the Councillor has made all reasonable efforts to resolve the matter via direct liaison with Council officers and / or relevant partners; and
 - the issue of concern is a matter in respect of which the Council has a statutory power or duty to deal with and is not precluded by adopted Council policy or legislation; and
 - the issue of concern has a demonstrable impact on a part or the whole of the Councillor’s ward; and
 - the CCfA does not, in any event, relate to:
 - (a) any matter relating to a planning decision;
 - (b) any matter relating to a licensing decision;
 - (c) any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment;
 - (d) any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the Scrutiny Committee or at a meeting of a sub-committee thereof.
4. A valid CCfA will be considered at the next ordinary meeting of the relevant Scrutiny Committee.
5. The subject matter of the CCfA will be the subject of a report from the Chief Executive or relevant Deputy Chief Executive or Strategic Director, with such supporting information and evidence as is reasonably available. If the matter also or exclusively entails consideration of information held by another public body or partner, an appropriate representative shall be invited to the Scrutiny Committee meeting to provide that information, make representations and answer questions.
6. The CCfA will be considered by the Scrutiny Committee in public session unless consideration of the issues involves the disclosure of exempt or confidential information as defined by the Access to Information Procedure Rules of the Constitution.
7. The Ward Councillor invoking the CCfA may address the Scrutiny Committee in respect of the matter. The Ward Councillor’s role in the consideration of the CCfA, as with any other formal Council business, is subject to compliance with the Members’ Code of Conduct.
8. If the CCfA concerns issues that fall within the remit of the Cabinet, the relevant Cabinet Member shall also attend the Scrutiny Committee to answer questions and make any representations.
9. The Scrutiny Committee shall make recommendations to relevant decision maker(s). The Cabinet / Partner shall consider those recommendations and make a response within 2 months. The implementation of recommendations shall be monitored by the Scrutiny Committee.
10. A flow chart showing the CCfA process appears at Appendix A to this section.

Flow Chart for Councillor Call for Action (CCfA)

