

Suggested process to be followed for dealing with a Councillor Call for Action

Any Member may submit a request for a Councillor Call for Action in accordance with the provisions set out in these paragraphs. A Councillor Call for Action may be included on the agenda of the Scrutiny and Overview Committee if all of the following conditions are met: -

- a) the Councillor Call for Action must relate to a local government matter, which is defined as a function for which the District Council is responsible.
- b) the Councillor Call for Action cannot relate to an excluded matter, such as anything specified in an order by the Secretary of State;
- c) the Councillor Call for Action must relate to an issue of neighbourhood concern and be limited to all or part of the electoral ward which the Councillor submitting the request represents;
- d) the Councillor Call for Action request cannot relate to a matter which could be subject to the District Council's complaints process;
- e) the Councillor Call for Action request cannot relate to a licensing or planning appeal, where alternative means of resolution are available;
- f) the Councillor submitting the Councillor Call for Action must submit evidence that all other means of resolving the matter have been explored;
- g) the Councillor Call for Action should not have been considered under the Councillor Call for Action procedure in the previous six months prior to the date of submission of the Councillor Call for Action request.

Taking into account the provisions in paragraphs (1) – (5) above, the Proper Officer, in liaison with the Chairman of the Scrutiny and Overview Committee, will determine whether the Councillor Call for Action is to be included on the agenda of the next available meeting of the Scrutiny Overview Committee. If the Councillor Call for Action request is rejected, this will be reported to the next meeting of the Scrutiny and Overview Committee.