

Councillor Call for Action

Procedure to be followed in the meeting:

1. The Chair will open the meeting with a brief explanation of what a Councillor Call for Action (CCfA) is and remind Members about the role of the Management Board -
 - (a) if a councillor has identified concerns in their community and tried to resolve them by talking to the council and other service providers but has failed to solve the problem they can (as a last resort) make a CCfA which asks for the matter to be referred the Overview and Scrutiny Management Board for further investigation;
 - (b) the Management Board will hear from the councillor making the call for action and other witnesses and reach one of the following conclusions -
 - write a report setting out their findings and recommendations to Cabinet/a partner organisation, as appropriate
 - decide that the CCfA is a complex matter than needs further investigation and refers it on to another body for more detailed scrutiny (could be referred to the appropriate scrutiny panel or ask for a task and finish group to be set up)
 - decide not to take any action
2. The councillor who submitted the CCfA will be asked to explain why they have done so. They will be allowed up to 15 minutes in total to present their case. It's up to them to determine how they wish to use their time - if they want a ward colleague to speak in support of the CCfA, their statement/evidence will be included within this 15 minutes.
3. There will then be an opportunity for members of the Board to ask questions.
4. The Board will hear from other witnesses identified as having an interest in the matter. Each witness will have a maximum of 5 minutes to make a statement.
5. After each witness statement, members of the Board may ask questions to clarify any points made by the speakers. Speakers will not have an opportunity to cross-examine one another.
6. The Board will then debate the matter. Members of the Board may ask further questions of the councillor who submitted the CCfA. The member who submitted the CCfA will not normally speak during the debate, except to answer questions.
7. When the Chair considers that the matter has been debated for a reasonable length of time, the member who submitted the CCfA will be offered the opportunity to sum up.
8. The Chair will then sum up the evidence and remind the Board of the options available (see 1(b) above).
9. The matter will then move to the vote with the reasons for the decision being stated.