ARTICLE 5B

COUNCILLOR CALL FOR ACTION

1 The Councillor Call for Action (CCfA) should be submitted in writing to the Authority’s designated Scrutiny Officer, who will determine if the CCfA is valid (i.e. whether the topic is suitable for CCfA under the regulations/guidance) and, if so, will identify the relevant Select Committee to consider it. It will be then referred on to the relevant Scrutiny Officer within the Scrutiny Team.

2 The CCfA will normally be heard at the next scheduled meeting. If, for whatever reason, this proves impractical then discussion will take place between all interested parties in agreeing an alternative date, normally the subsequent meeting.

3 All relevant Cabinet Members, Senior Officers and any other members from the ward(s) in question will be informed that the CCfA has been received.

4 The Select Committee will debate the merits of the CCfA to determine whether the matter should be considered further. The Member(s) submitting the CCfA will be given the opportunity to present the case for the CCfA. Further witnesses, as introduced by the Member(s) submitting the CCfA, may give additional evidence at the Committee’s discretion.

5 Having heard the CCfA, the Select Committee has a number of options:
   • Request a one-off report / briefing into the service area.
   • Make a reference to another body such as Cabinet or the Assembly, either for information or calling for a specific action.
   • Send a letter on behalf of the Select Committee to a partner agency, either for information or calling for a specific action.
   • Add the issue to the list of suggested in-depth reviews for subsequent consideration.
   • Take no further action and provide reasons for this decision.

6 The Member(s) submitting the CCfA will be kept informed of progress.

(Contact Officer: Group Manager, Democratic Services: Tel: 020 8227 2135)