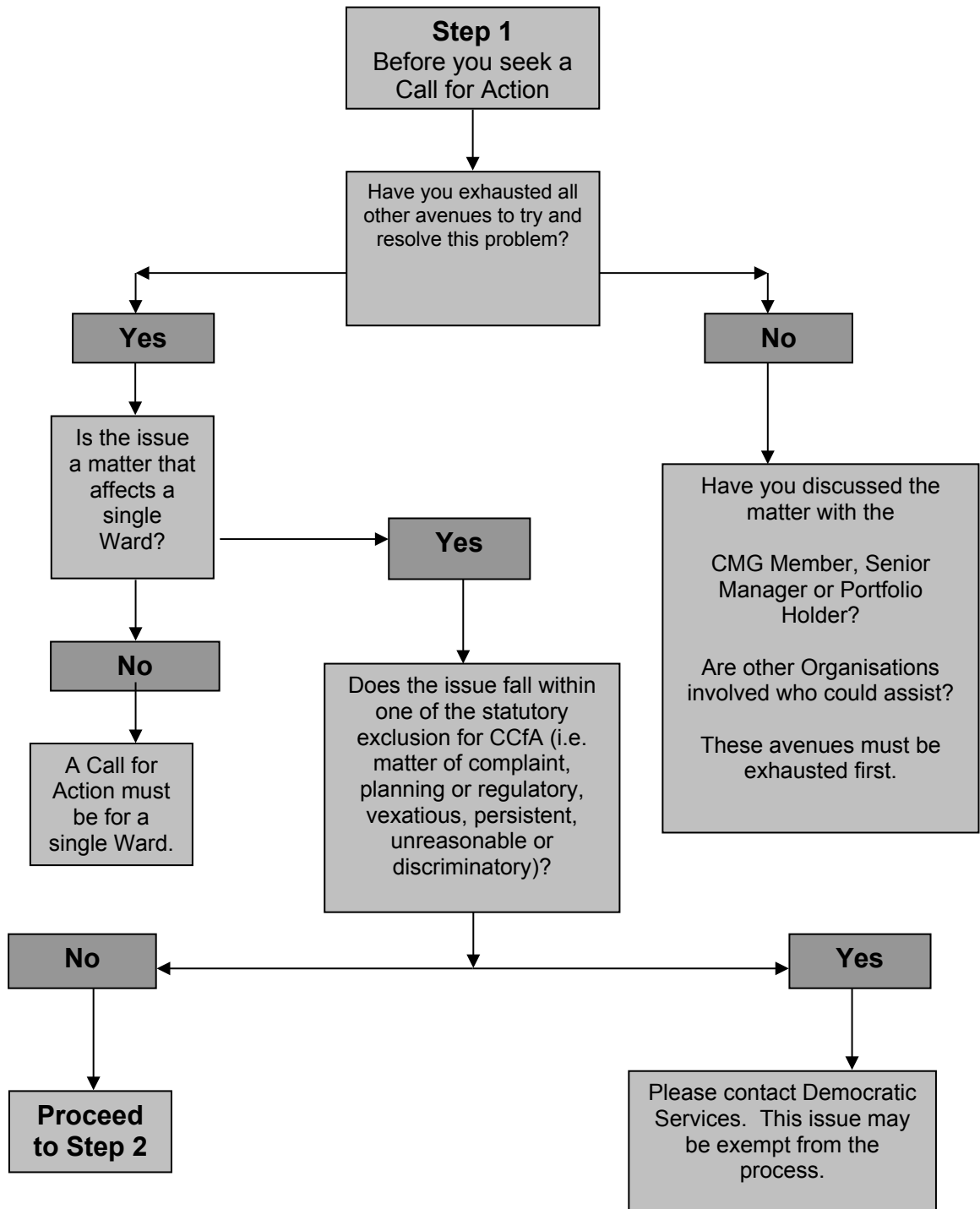


The following is a step process for the operation of a Councillor Call for Action.

The following diagram should assist in preparing a Councillor Call for Action:



## Briefing Paper No. 3 – Councillor Call For Action

### Step 2 Call for Action Form

#### In completing the form you should:

- State what the issue is;
- State what action has been taken to resolve the issue;
- Include an outline of the resolution being sought;
- Indicate any other organisations that are involved in the CCfA
- **Send your completed form to Democratic Services.**

### Step 3 Chairman's consideration of the CCfA Form

The Chairman of the Overview and Scrutiny Committee determines whether or not to accept the CCfA for consideration

#### In doing so he will ask if:

- All existing options to resolve the problem have been exhausted;
- There are potential resource implications in the Committee's work programme to accommodate the CCfA; and
- The statutory exclusions have been considered eg subject of a complaint, vexatious, persistent, unreasonable or discriminatory.

In the event a Call for Action is submitted by the Chairman, the Vice-Chairman will determine whether or not the Call for Action is considered.

### Step 4 Overview and Scrutiny Committee

The Initial Report allows the Committee to determine the appropriate priority in its work programme for the CCfA.

It will include information on:

- What the Councillor is requesting as the proposed outcome (with an opportunity to speak on the item);
- Action taken prior to the Call for Action being made;
- Any other known information;
- Exclusions process information;
- Which organisation/ Business Managers would be affected;
- Potential resource implications; and
- Whether and when to include CCfA into the work programme.

Details of requests for a Call For Action which have been rejected by the Chairman will be reported to the Overview and Scrutiny Committee. The Committee will consider any representations by the Member responsible for the request and determine whether to uphold the Chairman's decision or agree that the Call for Action be taken forward.

### Step 5 Overview and Scrutiny Committee

Once the CCfA is in the Committee's work programme it will receive:

- a report including the background to the CCfA;
- comments from partner organisations;
- other information submitted for consideration by the Committee; and
- evidence from appropriate experts.

**The Committee will seek to recommend a resolution to the CCfA.**

### Step 6 Seeking a resolution

The Overview and Scrutiny Committee makes recommendations to the Executive if it is a Council matter or to other partners. CCfAs may be about matters that cut across the remit of partner organisations. The Committee will send its recommendations direct to the organisation concerned. The Committee might say that there is no action to be taken.

### Step 7 Monitoring of Recommendations

The Overview and Scrutiny Committee will monitor the implementation of its 'recommendations'.

## COUNCILLOR CALL FOR ACTION



### REQUEST FORM

This form should be used by any Councillor at Woking Borough Council who would like the Overview and Scrutiny Committee to consider a Call for Action in their ward.

**Subject of the Councillor Call for Action:**

**Would you like the opportunity to speak to the Overview and Scrutiny Committee?**

Yes:

No:

**Have you approached the Overview and Scrutiny Committee on the same issue in the past six months?**

Yes:

No:

**Why you think the issue should be looked at by the Overview and Scrutiny Committee:**

**Please give a brief synopsis of what the main areas of concern are:**

**What evidence do you have in support of your Call For Action:**

**Which areas or Community Groups are affected by the Call for Action:**

**Have you exhausted all avenues to resolve the issue?**

Yes:

No:

**Briefing Paper No. 3 – Councillor Call For Action**

**What action have you taken to resolve the issue:**

**Are there any deadlines associated with the Call for Action of which the Overview and Scrutiny Committee needs to be aware:**

**What outcomes would you hope for in making this Call for Action:**

**Is the Call for Action currently the subject of legal action by any party (to your knowledge) or is being examined by a formal Complaints' process?:**    Yes:     No:

**Councillor (print):**

**Signature:**

**Ward:**

**Date Submitted:**

---

**For Office Use Only:**

**Received by:**

**Received on:**

---