Appendix 2

FLOWCHART FOR COUNCILLOR CALL FOR ACTION

Councillor wants to raise a local ward issue that is causing concern.

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Ward Councillor informs Democratic & Community Engagement of the potential CCFA and the request is logged. Once it has been established that all avenues have been explored and no exclusions apply, advice is available from the Scrutiny Team who will inform the relevant themed scrutiny chairman.

→ Exclusions apply, where it has been determined in consultation with scrutiny support that an issue is considered to be

- Vexatious or
- Could be dealt with by formal complaint or appeals process
- Individual complaints
- Local Crime & Disorder matters are dealt with under the Police & Justice Act 2006. However the process will be the same, except all such calls will be dealt with via the Traffic, Environment & Community Safety Scrutiny Panel.

→ Democratic & Community Engagement discuss with scrutiny chairman if not suitable to be dealt with by CCFA.

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Chairman of scrutiny panel must write to councillor and explain why it cannot be dealt with.

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Scrutiny chairman accepts CCFA and includes as agenda item for discussion at next scrutiny panel. Can co-opt ward councillor to scrutiny panel for duration of issue under discussion.

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If Scrutiny Panel accept CCFA (in consultation with Scrutiny Management Panel) they will undertake review and make recommendations to appropriate body and feedback to ward councillor on progress.

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Scrutiny Management Panel will monitor implementation of its recommendations.