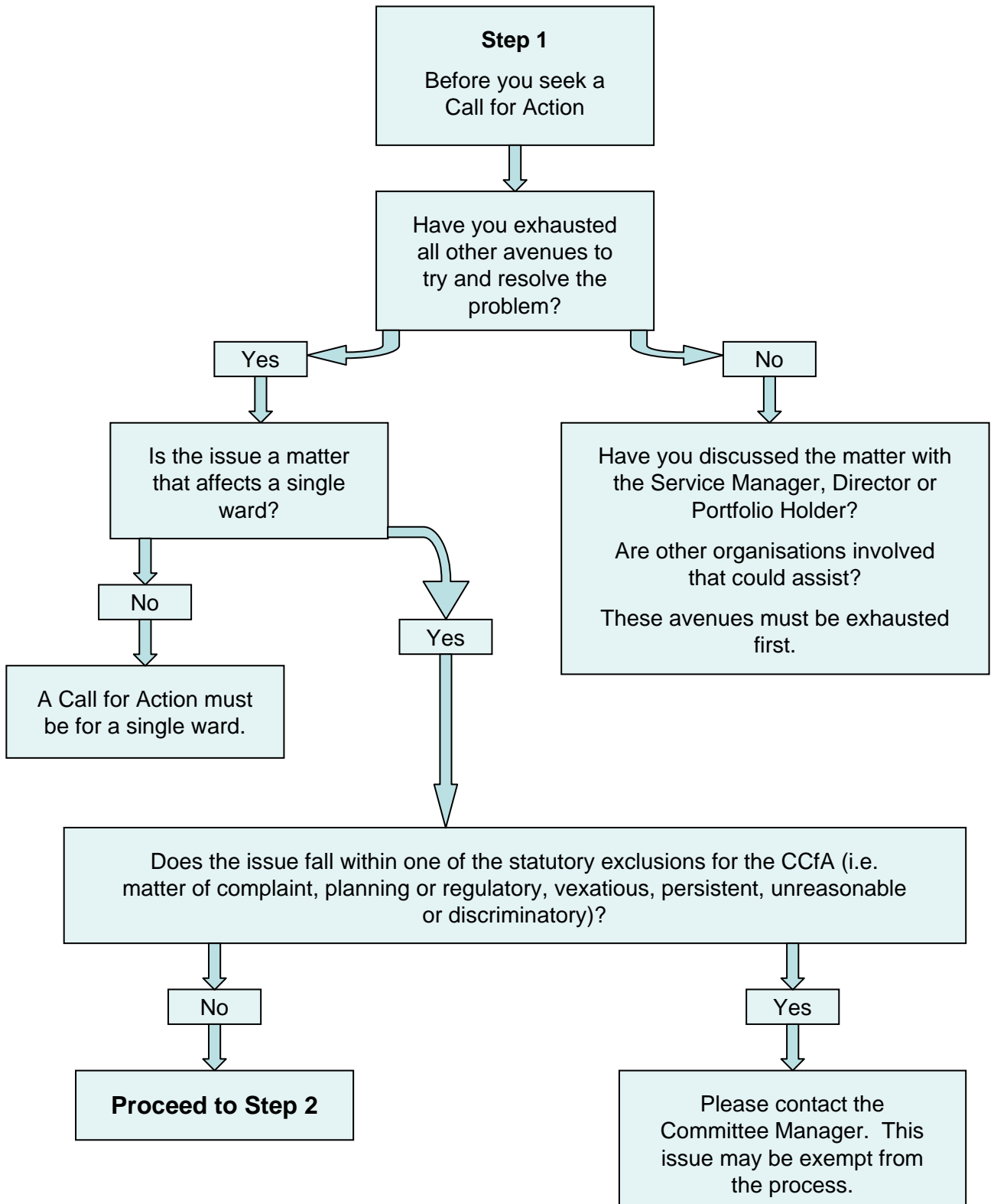


Operation of CCfA



<p>Step 2 Call for Action form</p>	<p>In Completing the form you should:</p> <ul style="list-style-type: none"> •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 the Committee Manager
<p>Step 3 Chair's consideration of the Call for Action form</p>	<p>On receipt of such a request the Head of Democratic Services, with the consent of the Chair, will include the item on the first available agenda of the relevant Overview and Scrutiny Committee for it to determine whether the request is valid in accordance with the call for action protocol.</p> <p>In doing so they will ask if:</p> <ul style="list-style-type: none"> • All existing options to resolve the issue have been exhausted • There are potential resource implications in the Committee's work programme to accommodate the CCfA •The statutory exclusions have been considered e.g. subject of a complaint, vexatious, persistent, unreasonable or discriminatory.
<p>Step 4 Overview and Scrutiny Committee</p>	<p>The initial report allows the Committee to determine the appropriate authority in its work programme for the CCfA.</p> <ul style="list-style-type: none"> • It will include information on: • What the Councillor is requesting as the proposed outcome (with an opportunity to speak to the item) • Action being taken prior to the Call for Action being taken • Any other known information • Exclusions process information • Which organisations/service managers would be affected • Potential resource implications • Whether and when to include the CCfA into the work programme
<p>Step 5 Overview and Scrutiny Committee</p>	<p>Once the CCfA is in the Committee's work programme it will receive:</p> <p>A report including the background to the CCfA Comments from partner organisations Other information submitted for consideration by the committee Evidence from appropriate experts</p> <p>The committee will seek to recommend a 'resolution' to the CCfA</p>
<p>Step 6 Seeking a resolution</p>	<ul style="list-style-type: none"> • The Overview and Scrutiny Committee makes recommendations to the Cabinet if it is a Council matter or to other partners. • CCfA may be about matters that cut across the remit of partner organisations • The committee will send its recommendation direct to the organisation concerned • The committee might say there is no action to be taken
<p>Step 7 Monitoring recommendations</p>	<p>The Overview and Scrutiny Committee will monitor the implementation of its 'recommendations'</p>