

Councillor Call for Action (CCfA) Checklist

The Centre for Public Scrutiny guidance on CCfA maintains that:

- CCfA is about helping councillors to resolve issues and problems on behalf of their residents.
- CCfA should not be regarded as merely a “scrutiny process”.
- CCfA will be a means of “last resort” in a broad sense, with issues being raised at committee after all other avenues have been exhausted.

This checklist is designed to act as an aide memoir for Councillors when dealing with an issue brought to them by a member of the public. It will also be helpful in supporting (and providing background information for) any request for the issue to be taken forward as a Councillor Call for Action for consideration by a scrutiny committee.

District and/or County Councillors will use informal ways of resolving an issue brought to them by a member of the public. However if all avenues to solve the issue have been exhausted, and a referral to overview and scrutiny (O&S) is being considered, then Councillors and scrutiny officers will work together to ensure that the appropriate District Councillor refers the matter to a District level O&S Committee and similarly the appropriate County Councillor refers the matter to a County level O&S Committee (Local Government & Public Involvement in Health Act 2007).

Councillor Call for Action Request Form		Yes / No
1	<p>Councillor name: _____</p> <p>Is it an ‘excluded matter’? In general these would not be considered for CCfA.</p> <p>Give a brief outline of the issue you are bringing forward as a CCfA. → Individual complaints concerning personal grievances or commercial issues. (However if a number of complaints have been received on a particular matter and this is evidence that there may have been a systemic failure the matter may be considered for a CCfA.)</p> <p>→ Any matter which is vexatious or discriminatory</p> <p>→ A quasi judicial matter for example:</p> <ul style="list-style-type: none"> ○ Planning and licensing applications and appeals ○ Council Tax/Housing Benefits complaints and queries ○ Issues currently under dispute in a court of law. 	
2	Have you made all reasonable attempts to resolve the issue?	
Give a brief outline of the actions you have taken to resolve the issue. (Refer to Councillor checklist)		
3	Does the matter refer to an issue in your Ward / Division?	
4	Has the committee considered a similar issue recently?	
5	Are there projects, reviews, audits or inspections already underway that are already considering the concern?	
6	Is it a crime & disorder issue?	
7	In the case of a crime & disorder issue, has the matter been referred to the Crime & Disorder Reduction Partnership?	
List below anyone you have been in contact with about this issue, include contact details and organisation.		
8	Has it been the subject of a petition?	
9	Have you tried to address the issue through an Area Committee / Area Forum?	
10	Have you consulted with the relevant Portfolio Holder / Cabinet Member / Member Spokesperson etc?	
11	Have relevant partners or council service areas been informed and not responded?	
12	Has the matter been referred to the complaints procedure of any agency or local authority?	
13	Is there a more complex/strategic issue at the heart of it that could not be resolved at a lower level?	
14	Date request received by Scrutiny Officer: _____ Have you considered whether the matter is better dealt with initially at District or County level?	
15	Received by: _____ Is it an individual case or a wider service or policy matter?	Recorded on database: _____

Please return this completed form to: Overview and Scrutiny
Scrutiny and Corporate Performance Unit



County Hall
Northallerton
North Yorkshire
DL7 8AD

scrutiny@northyorks.gov.uk

For official use.

OUTCOME

FEEDBACK

