



COUNCILLOR CALL FOR ACTION – MEMBER CHECKLIST AND EVIDENCE

1. Is the issue neighbourhood and ward specific?

Ward:

Local Area Forum affected:
.....

2. Is the issue an individual complaint, and if so, have you referred the complainant to the Council's Complaints procedure?
3. Is the issue about the quality of public service provision at a local level?
If so, please give details in the space right (the more information you can provide the easier it will be to examine areas of potential resolution).

Please set out the CCfA Issue detail:



4. Is the issue a “quasi-judicial” issue, e.g. planning or licensing related? (If you are unsure, advice can be provided by Overview and Scrutiny Officers).

Prior to the CCfA being considered by the Overview and Scrutiny Committee, the Member must demonstrate that he/she has taken such steps as are reasonably practicable to try to resolve the issue.

Accordingly, Members are asked to answer the following questions providing as much detail as possible as this will allow the relevant Overview and Scrutiny Committee to determine whether the CCfA should proceed at the present time.

5. What discussions have you had with officers in the Service(s) responsible in an attempt to resolve the issue? Please detail suggested actions made to resolve the issues.



6. If you have been unable to resolve the issue, please indicate which issues still remain unresolved.



7. What discussions have you had with the Cabinet Member(s) in whose remit this matter falls in an attempt to resolve the issue? Please detail suggested actions made to resolve the issue.

8. If the CCfA issue involves the Council working in partnership with other agencies, have you tried to discuss the issue with partners at a Local Area Forum meeting? If so, what discussions took place? Please set out the details.



9. Was the issue resolved to your satisfaction and, if not, what issues remain unresolved?



10. How would you like the issue to be resolved?