

## **EXTRACT FROM PART 5 OF THE CONSTITUTION – OVERVIEW AND SCRUTINY FUNCTION**

### Agenda Items

- 5.10 Any member of a Select Committee shall be entitled to give notice to the Chief Executive that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Chief Executive will ensure that it is included on the next available agenda and the appropriate Chairman will be informed.
- 5.11 The Select Committees shall also respond, as soon as work plans permit, to requests from the Council and if it considers it appropriate, the Cabinet to review particular areas of Council activity. The Council and/or the Cabinet shall consider the report of the Select Committee within two months of receiving it.

### *Councillor Call for Action*

- 5.12 Under the Councillor Call for Action process, the public may raise issues of local concern with their ward Councillors. Members will try to resolve the issue themselves first by contacting the relevant Head of Service or Partner organisation. However, if the matter cannot be resolved, then the Member can ask the relevant Select Committee to consider the issue.
- 5.13 Any member may give written notice to the Chief Executive that they wish a local government matter affecting their ward, or a person who lives or works in their ward, to be included on the agenda of the relevant Select Committee. This notice will set out the Member's reasons for making the request. If the Chief Executive receives such a notification, then he/she will include the item on the first available agenda of the Select Committee for consideration by the Committee and the appropriate Chairman will be informed.
- 5.14 The Chief Executive will exclude any request that does not meet the requirements of the legislation, regulations or the most recent guidance. If the request is not accepted, the Chief Executive shall inform the member who made the request of the rejection and the reasons for it
- 5.15 Select Committees will consider petitions as required, in accordance with the Council's Petitions Scheme – Appendix Y of the Constitution.

***N.B. Adjustments will also need to be made to the numbering throughout the rest of this Part of the Constitution.***

