

PROFORMA

COUNCILLOR CALL FOR ACTION CCfA EAST LINDSEY DISTRICT COUNCIL

To: For the attention of the Chief Executive, the Chairman and Vice Chairman of the Overview Committee

From: Councillor _____

Division/Ward: _____

Contact details: _____

Telephone No: _____

Email: _____

SUBJECT	
<p>Details</p> <p>Please explain</p> <p>a) what the issue is</p> <p>b) how it affects your ward - and</p> <p>c) why this issue has been raised</p>	
<p>Action taken to date:</p> <p>Please explain what steps have been taken to try to resolve the issue</p> <p>(please tick the actions you have taken to date – and provide details of dates, those involved and the outcome)</p>	<ul style="list-style-type: none"> • Informal discussions with Officers or other Members • Approach the relevant partnership's body/bodies or local group • Formal discussions with Officers and Members • The issue has been raised at the appropriate Local Area Committee/Community Cabinet (LAC) • the issue is currently or has been the subject of a call-in • the issue is already or has been the subject of a CCfA by another Member • Matter already raised with/considered by the Overview Committee • The matter has been raised with the relevant Executive Board Member – verbally/in writing • A question has been submitted at Full Council • A motion has been raised at Full Council • Public Meeting • Petition • the Complaints Procedure has been enforced/exhausted • A Freedom of Information (FOI) request has been submitted • Communication with local MPs

	Additional actions and further detail:
Please give details of the resolution sought	
Papers attached: Please list documents attached which should evidence the impact of the issue, the steps taken and any responses received	

Dated: _____ Signed: _____

Please submit the completed form and supporting details to the Democracy Manager for the attention of the Chief Executive, who will liaise with the Chairman and Vice Chairman of Overview to consider if the matter raised meets the Councillor Call for Action criteria.

If so, the matter will be passed to the Overview Committee for consideration.