



**AUDIT AND GOVERNANCE  
COMMITTEE**

**A QUICK GUIDE TO  
COUNCILLOR CALLS FOR  
ACTION**

## What is a CCfA?

Where all other avenues of resolution have been exhausted, a CCfA empowers a Ward Councillor with the ability to make a referral to the Audit and Governance Committee of an issue of significant community concern, within the Ward they represent.

A Ward Councillor can submit a CCfA in relation to:

**A Local Crime and Disorder matter**, which is one concerning;

- (i) Crime and Disorder (including in particular forms of crime and disorder that involve antisocial behaviour or other behaviour adversely affecting the local environment), or
- (ii) The misuse of drugs, alcohol and other substances, which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area

## CCfA Criteria

The following selection criteria should be considered before a request is made.

- (i) Is there clear evidence to demonstrate that reasonable attempts have been made to resolve the issue with relevant partners/Council departments;
- (ii) Does the issue affect a group of people living within the Hartlepool area?
- (iii) Does the issue relate to a service, event or issue in which the Council has direct responsibility for, significant influence over or has the capacity to act as public champion?
- (iv) Has scrutiny **not** looked at this issue over the last 12 months?

(A CCfA will be rejected where the issue has been examined by Scrutiny during the last 12 months)

- (v) Is the issue **not** related to an ongoing service complaint or petition or **not** considered as an issue which is vexatious, discriminatory or not reasonable? The Oxford English Dictionary defines something which is vexatious as being “without sufficient grounds [and] for the purpose of causing trouble or annoyance”
- (vi) That the issue is **not** being dealt with by another Council Committee, unless the issue deals with procedure and policy related issues

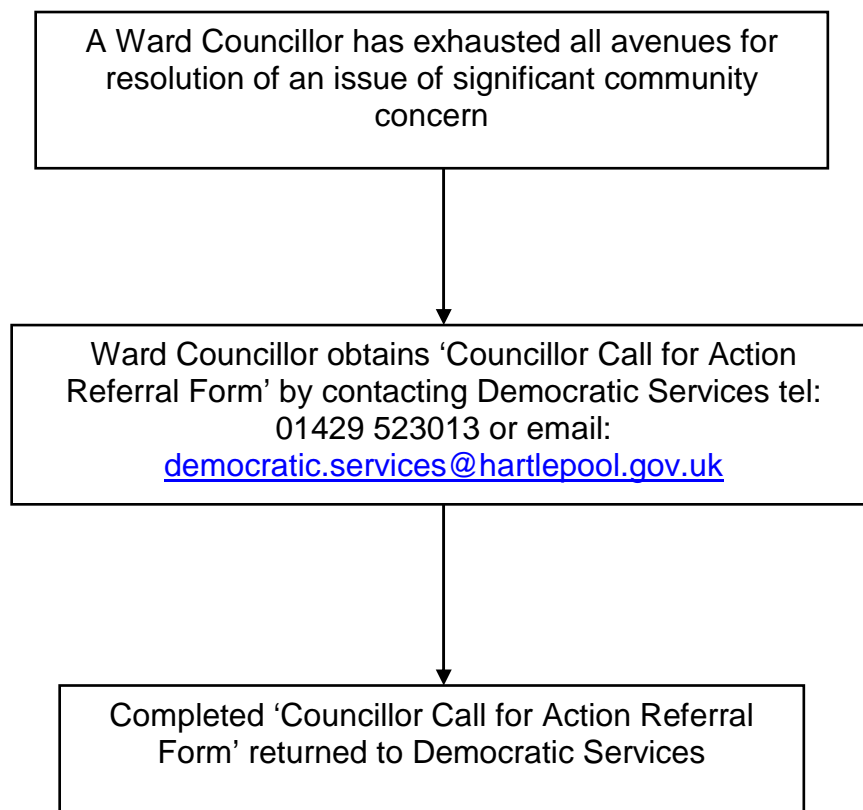
**The Audit and Governance Committee will make the final decision over whether a CCfA will be accepted or rejected based on the above criteria**

## What is not a CCfA?

The criteria 'What is a CCfA' should help to guide a Ward Councillor looking if an issue maybe addressed through the CCfA route. However for clarification there are issues that cannot be brought through the CCfA route, these are as follows:-

- (i) Any issue which originates from a individual (A CCfA cannot originate from an individual complaint; it must be an issue that is of significant **Community** concern).
- (ii) Any issue that relates to a quasi-judicial function of the Authority (Quasi-judicial issues would include those relating to planning and licensing matters).
- (iii) A matter that is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at, a meeting of the committee.
- (iv) A matter relating to an individual or entity where there is already a statutory right to review or appeal

## CCfA Referral Route



The table overleaf details the route for the CCfA through the Audit and Governance Committee

# PROCEDURE FOR THE CONSIDERATION OF COUNCILLOR CALL'S FOR ACTION

