

Procedure for Handling Overview and Scrutiny Committee Suggestions

1. Suggestion is submitted by either e-mail or by completion of the leaflet from a member of the public.
2. A Committee Officer will acknowledge the suggestion and advise that it will be considered and a further notification regarding whether or not it will be taken up by the Committee will be sent. Ensure that it is clear to the person that there is no guarantee that the suggestion will be taken forward, it is up to the Members.
3. The suggestion is logged on a spreadsheet by a Committee Officer. In this way the number of suggestions taken up can be monitored and reported to Committee on an annual basis.
4. The suggestion is then sent to the Chairman and Vice-Chairman for information.
5. A meeting to discuss all suggestions received will be held monthly, if required. The panel will consist of the Chairman, Vice-chairman and the Committee Officer.
6. The panel will decide which of the suggestions is referred to the Committee and how it will be taken forward under the work programme report.
7. If the suggestion is not taken forward by the Committee, there may still be an expectation by the originator that the Council will take action. The suggestion could be referred to the ward Member under the Councillor Call for Action procedure or to a Head of Service, if appropriate.
8. If the suggestion is successful, the originator will be invited to address the panel or Committee to which it has been referred by the Senior Committee Officer.
9. A letter or e-mail to advise them of the outcome or report to Committee will be sent to the originator.