

Protocol 1

Issues raised by members

Any Member of the Review Committee can add an item of business to a Review Committee agenda. Additionally, any five Members of the Council, not sitting on the Review Committee, can also submit an item. Requests should be made in writing to the City Solicitor and will be submitted to the next relevant Review Committee in consultation with the Chairman of the Committee. Review Committee Chairmen retain the discretion to orally request items to be considered by the Review Committee. In the case of urgent items, Members should therefore approach the Chairman of the Committee for consideration of urgent business.

Issues raised may be in relation to Council services, policies, performance or any matter related to the Council. Questions about local issues may be more appropriately dealt with by an Area Committee or by providing information outside of Committee. It is therefore important that a Member makes clear when submitting a request whether the request should be dealt with in accordance with paragraphs a) and b) below or requiring an item to be included on the agenda for consideration at the next available Review Committee meeting to be dealt with in accordance with c) below.

- a) **Request for general information:** Requests for general information in relation to matters falling within the scope of the Review Committee (including topics under policy review) to be made to the Review Co-ordinator. The Member will receive a prompt acknowledgement of the request and a substantive response within 15 days, if possible.
- b) **Request for information on specific issues raised by constituents:** It is not appropriate to refer individual casework to the Review Committee, however, there may be circumstances when a constituency case give rise to an issue of principle affecting a significant number of local people, and in that case a Member may wish to refer the item to an Area Committee or request an item to be included on the agenda of the Review Committee in accordance with c) below.
- c) **Items requested by Members to be included on the agenda:** On receipt of a written request, the Review Coordinator will acknowledge the request in writing advising the Member of the earliest agenda for inclusion. The Member making the request should attend that Committee meeting to present the item. For the avoidance of doubt the member making the request shall have a full opportunity of explaining the background to the issue which is the subject of their request and how they consider the Council should respond.

It is for the Review Committee as a whole to determine the appropriate response based on the following framework.

1. The Review Committee may determine that the item is not relevant to the functions of that particular Committee. In these circumstances the Committee can resolve to take no action or may refer the item to another Review Committee, or to the Policy and Co-ordination Review Committee to determine responsibility.
2. If the issue is linked to an existing work programme item (within the next two cycles) then it should be discussed as part of that item and included in any officer report.
3. If the issue is a new item of business within the remit of the Committee, the Review Committee may:
 - a. Request a response in writing (with copies to all Members of the Review Committee) or
 - b. Request a presentation to a future Review Committee meeting, or
 - c. Request a report to a future Review Committee meeting or
 - d. Decide that the issue raised does not merit any response beyond noting the matter or
 - e. Decide to express a view or make a recommendation, by resolving accordingly, if the Committee considers it has sufficient information to make a fully informed decision.