

**Councillor Call for Action Task and Finish Group – project plan and meeting record 3 March 2008. v5: March - May - BROUGHT FORWARD**

<b>Councillor Call for Action Task and Finish Group</b>	Meeting 5, 5 March 2008	Meeting 6, 2 April 2008	Meeting 7	Meeting 8
<b>Purpose/Objectives of the Review</b>	<ul style="list-style-type: none"> <li>• To identify what ‘councillor call for action’ will mean to Northampton Borough Council</li> <li>• Identify the approach that Northampton Borough Council should take to implement the CCfA</li> <li>• Identify how to communicate the process of using CCfA to members, officers and the public.</li> </ul>			
<b>Exclusions and Constraints</b>	<p>The group acknowledge the wider issues around the LGPIH Act and agreed that the focus of this group will be only on the CCfA strand. O&amp;S Management Committee is asked to look at the rest of the implications of the Act.</p>			
<b>Outcomes Required</b>	<ul style="list-style-type: none"> <li>• An understandable clear policy for how the council will deal with the issue</li> <li>• That Northampton Borough Council’s approach to the CCfA is an effective means of community engagement</li> <li>• That Northampton Borough Council meets its statutory requirements</li> </ul>			
<b>Information Required</b> <ul style="list-style-type: none"> <li>• Charts ✓</li> <li>• Budgets ✗</li> <li>• Services ✓</li> <li>• Evidence from users/service employees ✓</li> <li>• Information from partners ✓</li> <li>• Relevant BVPIs ✗</li> <li>• Best Practice Councils ✓</li> <li>• Experts ✓</li> </ul>	<b>Equality Impact Assessment Guidance and Advice</b> –This is trialled with this Group in response to OSMC decision. Agenda cleared down accordingly	<p>To work out indicative timescales to run the CCfA process. Proposing a timescale for when OSMC meets in response to potential CCfA. Suggestion of 28 day turnaround</p> <p>Re- draft process diagram to include Cllr comments, timescales and elements on what committees do from Kirklees</p> <p>Work through Issues Log and resolve outstanding</p> <p>Prepare draft final report</p>		
<b>Format of Information</b> <ul style="list-style-type: none"> <li>• Officer briefings ✓</li> <li>• Officer reports ✓</li> <li>• Portfolio holder reports ✗</li> <li>• Councillor reports ✓</li> <li>• Published reviews by other organisations ✓</li> </ul>	Presentation, documents and verbal outline of requirements	Officer reports		

<ul style="list-style-type: none"> <li>• Case studies ✓</li> <li>• Expert advice ✓</li> <li>• Surveys ✓</li> <li>• Witnesses verbal/ written evidence ✓</li> <li>• Commissioned research</li> <li>• Presentations ✓</li> <li>• Local/regional/national data ✓</li> </ul>				
<b>Methods used to Gather Information</b> <ul style="list-style-type: none"> <li>• Interviews in committee/community ✓</li> <li>• Focus Groups/User Groups in the Community ✗</li> <li>• Public Meetings ✗</li> <li>• Working Groups ✗</li> <li>• Structured Visits to Other Organisations ✓</li> <li>• Site Visits ✓</li> <li>• Advertisements ✗</li> <li>• Media ✓</li> <li>• Questionnaires ✓</li> </ul>	<p>To understand what information is needed as part of the EIA</p> <p>Decide how to take forward</p>	<p>Consider requirements of EIA process on gathering community needs requirements</p>		
<b>Co-Options to the Review Committee</b>	-	-		
<b>Evidence gathering timetable</b>	-	<p>Set timetable for final report – to be completed by early May 2008</p>	<p>Consider items for draft report</p>	<p>Consider items for draft report</p>
<b>Responsible Officers</b>	<p>Members identified;</p> <ul style="list-style-type: none"> <li>• Nicci Marzec, Corporate Manager as the senior lead.</li> <li>• Thomas Hall to attend when available</li> <li>• Overview and Scrutiny Officer</li> </ul>	<p>Nicci Marzec to attend meetings where appropriate</p>	<p>NM and TH receive agenda</p>	<p>NM and TH receive agenda</p>
<b>Resources and Budgets</b>	<p>If a trial is to take place then resources and budget implications must be taken into account.</p>	<p>If a trial is to take place then resources and budget implications must be taken into account.</p>	<p>If a trial is to take place then resources and budget implications must be taken into account.</p>	<p>If a trial is to take place then resources and budget implications must be taken into account.</p>
<b>Final Report presented by</b>	<p>Chair, Cllr Andrew Simpson</p>			
<b>Final report submitted to</b>	<p>Overview and Scrutiny 1, 13 March 2008.</p> <p><b>Amended – Final report to O&amp;S 1, May 15 2008</b></p>	<p><b>Final report to O&amp;S 1, May 15 2008</b></p> <p>Consider items for draft report</p>	<p><b>Final report to O&amp;S 1, May 15 2008</b></p> <p>Consider items for draft report</p>	<p><b>Agreed – Final report to O&amp;S 1, May 15 2008</b></p>

<b>Monitoring procedure</b>	To be agreed in final report			Develop monitoring procedure
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*Last update, 3 March 2008*

### **Issues Log**

21/12/2007 The Group decided not to undertake the member survey. It was felt that the survey would not be required for the final report. A copy of the proposed questions will be kept for the future. Additionally; ✓

- NBC draft process should be a slimmed down version of Kirklees model ✓
- O&S Management Committee would only be allowed to reject on grounds of process ✓
- O&S Management Committee allocate issue to relevant O&S Committee according to Terms of Reference ✓
- Creation of local performance indicator to measure success of CCfA
- Partners need to be engaged with the process and protocols agreed
- Requires a robust complaints process to deal with non-CCfA issues
- There will be budgetary implications for the launch – communication to councillors, partners, public
- Training for councillors and officers required
- Will government make funding available for launch

7/1/2008 Local Petitions and Calls for Action Consultation document published – placed on agenda for 15<sup>th</sup> January. ✓

15/1/2008 It was noted that there would be no appeals process ✓

14/2/2008 Chief Executive will be preparing Councils response to CCfA and Petitions consultation ✓

**14-27/2/2008 Issue of moving away from scope to trial/do the CCfA process – will have resource/time implications**

18/2/2008 – Issues logged around Government money to do CCfA with regard to joining together contact centres etc – example of 101 non emergency number at Leicester

27/2/2008 Management Committee agree that all Task and Finish Groups/Reports are subject to Equality Impact Assessment – meeting 5 set aside to understand/work through ✓

**4/3/2007 – Issue raised of whether to move from existing scope to ‘do’ the project. Chair position is to report to Committee & Cabinet as normal and let Cabinet decide the resource implications of the next steps.**