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Wednesday, 13 November 2019

**CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY MEMBERS  
UPDATE**

**CORPORATE YEAR 2019/20**

**NOVEMBER 2019 – ISSUE 3**

The content of this MEMBERS UPDATE covers all services.

If a Member wishes to receive further information on anything in the Update, please contact the officer named at the beginning of the article.

If a Member wants to place an item on the Committee agenda in connection with any article in the Update, please provide it to [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) or telephone 01695 585017 by **12 Noon Friday 22<sup>nd</sup> November 2019.**

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Members Item/Councillor Call for Action

If a Member wants to place an item on the Corporate and Environmental O&S Committee Agenda, please complete the attached Member Item/Councillor Call for Action Pro Forma (Appendix B) and return it to [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) by 12 Noon on Friday 22 November 2019.

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(The Press are asked to contact the Consultation and Communications Manager for further information on this Update.)

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**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

For further information, please contact:-  
Ethan Hales on  
Or email [ethan.hales@westlancs.gov.uk](mailto:ethan.hales@westlancs.gov.uk)



## APPENDIX A

# 'MEMBER UPDATE' REQUEST CORPORATE AND ENVIRONMENTAL OVERVIEW SCRUTINY COMMITTEE

MEETING: 5 December 2019

This form must be received by Member Services, 52 Derby Street, Ormskirk before 12 noon on Friday 22<sup>nd</sup> November 2019.

Member Update Issue: 3

Councillor:	
Article No:	
Subject:	

If more information is required in relation to this item, please contact the officer indicated on the first page of the related report.

Please advise Member Services on 01695 585065 if at any time you wish to withdraw this item following receipt of further information or e-mail [member.services@westlancls.gov.uk](mailto:member.services@westlancls.gov.uk)

1. What are your reasons for requesting the item?
2. What outcome would you wish to see following discussion of the item?

### FOR MEMBER SERVICES USE ONLY

Received by:	Date of Committee
Date: Time:	Chief Operating Officer informed
Head of Service informed	Chairman informed
Contact Officer informed	Portfolio Holder informed:





## APPENDIX B

# MEMBER ITEM/ COUNCILLOR CALL FOR ACTION CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE AGENDA

MEETING: 5 December 2019

This form must be received by Member Services, 52 Derby Street, Ormskirk, before 12 noon on Friday 22 November 2019.

Please advise Member Services on 01695 585065 if at any time you wish to withdraw this item following receipt of further information or e-mail [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk)

Councillor:	(Name of Member requesting the item)
Subject:	
1. What are your reasons for requesting the item:	
2. What outcome would you wish to see following discussion of the item?	

3. What have you already done to resolve this issue?

Potential means of pursuing an issue before resorting to a Member Item/CCfA:

- Raise Ward Issue as a 'Patch Problem'
- Discuss issue with an appropriate officer from the Council Service or Agency
- Discuss issue with an appropriate Cabinet member
- Raise the issue with partner agency, eg. Police, PCT, etc.
- Write formal letters on behalf of constituents
- Use official complaints procedure or other official route
- Put forward the issue as a topic for inclusion on an O&S work programme
- The following are potential reasons why your Member Item/CCfA may not be considered further:
  - The issue is an individual case
  - You have not explored the issue fully and exhausted all avenues above
  - A review into the general issue is included in an O&S work programme
  - A petition is being submitted to the Council
  - A complaint is being or has been submitted and the outcome is awaited
  - A FOI request is being or has been made and the outcome is awaited
  - Scrutiny of the issue is unlikely to result in improvements for local people
  - The issue has been the subject of Executive Call In
  - The issue has been the subject of a Council Motion / Question
  - The issue is urgent and could be more speedily resolved by other means
  - The issue is an 'excluded matter' (Constitution 18.3)
- FOR MEMBER SERVICES USE ON

Received by:	Date of Committee:
Date                      Time:	Chief Operating Officer informed
Head of Service informed	Chairman informed
Contact Officer informed	Portfolio Holder informed

