NOTICE OF CONCERN – PRO-FORMA

A notice of concern is a formal procedure set out in the council's constitution, which allows Overview and Scrutiny to express concerns about a decision before it is taken. Notice of Concern is one element of the constructive approach to scrutiny in Kirklees, which aims to reduce the likelihood of decisions being "called in" and help to ensure that the right decision is taken first time.

A Notice of Concern must be issued within 3 working days of the publication of the agenda for the Cabinet meeting where the decision will be taken, although this deadline might be waived for those items that are added to the agenda at short notice or without any prior warning.

A Notice of Concern must be submitted in writing on the Pro-forma to the Assistant Director of Legal Governance and Monitoring and also for information to the relevant Cabinet Member, and set out clearly the grounds that cause the concern. The Notice of Concern will have more strength if it also indicates a proposed course of action and the further considerations that should be taken into account.

If the Notice of Concern has not been issued by the Chair of Scrutiny then a copy must also be sent to them.

Date of Cabinet: …………………………………………………………………………………

Agenda item No …………………………………………………………………………………

Report title: …………………………………………………………………………………

Grounds of Concern:

Outline the grounds for concern

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How have you tried to resolve your concern?

Provide an explanation of how you have tried to resolve your concern

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Recommendations:

Outline what preferred action you recommend

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What happens next?

Once a Notice of Concern has been issued the Cabinet Member in consultation with the Leader of the Council and the relevant Director will have a number of options available to them on how to proceed which are outlined in the Notice of Concern procedure on the Council's Website

Please submit completed notice to:
Assistant Director (Legal, Governance & Commissioning)

Send a copy to:-
- Chief Executive
- Chair of the Overview and Scrutiny Management Committee
- Head of Governance
- Governance Manager