

REPORT 7

Procedure for Electronic Submission of Call-ins

At their meeting on 17th May, the City Council approved a proposal to allow call-ins to be submitted electronically.

The Scrutiny Co-ordination Committee are asked to approve the attached procedure for the electronic submission of call-ins.

Procedure for Submission of Call-ins Electronically

- 1 One Councillor to be the 'Lead Member Calling in Decision' who will complete the electronic call-in form with:-
 - details of the decision called in
 - the reason for calling in the decision
 - confirmation as to whether or not attendance by the relevant Cabinet Member is required for Stage 2 consideration of the call-in, and
 - whether or not they wish the decision to be referred on to the relevant Scrutiny Board after consideration by the Scrutiny Co-ordination Committee
 - name of the three members supporting the call-in
 - date
- 2 Once the form is completed the Lead Member should e-mail the form on to the two other Councillors and Alison Townsend (alison.townsend@coventry.gov.uk).
- 3 The two other Councillors should check the details on the form and if they are happy to put their name to the call-in confirm to the Lead Member and Alison Townsend by e-mail that they support the call-in.
- 4 In total 3 e-mails will be sent to Alison Townsend; all three e-mails must be sent so that they will arrive before the deadline specified on the appropriate summary of Cabinet/Cabinet Member decisions.

NOTE: submission of call-ins must either be entirely manually or entirely electronically – not a mixture of each