
To: Scrutiny Co-ordination Committee

Date: 21 January 2025

Subject: The Call-in Procedure

1 Purpose of the Note

- 1.1 At its meeting on 21 January, the Scrutiny Co-ordination Committee will consider two call-ins related to decisions made by the Cabinet Member City Services at the meeting of 9 December 2024.
- 1.2 This Process Note summarises the provisions in the call-in process which are set out in the Council's Constitution and the options open to the Scrutiny Co-ordination Committee at its meeting.

2 Information and Background

- 2.1 The Council's Constitution includes the right for Members that are not Cabinet Members to look at and consider issues decided by the Cabinet or any Cabinet Member subject to certain limitations. This procedure is called call-in and is set out in the Scrutiny Procedure Rules (Part 3E) of the Council's Constitution.
- 2.2 A minimum of three Members must identify the specific decision to which the call-in relates, give a written reason for the call-in and submit their request within the timescale set out in the constitution. Once it has been determined that a call-in is appropriate, it is scheduled for consideration at the next appropriate meeting of the Scrutiny Co-ordination Committee or Board.
- 2.3 The call-ins that are the subject of this meeting, the decisions to which they relate and the relevant papers have been circulated with the agenda for the meeting.

3 Matters for the Scrutiny Co-ordination Committee to consider

- 3.1 At least one of the Members who called in the decision must attend and speak at the meeting. If none of the Members attend, the call-in will fail unless the Committee decides that the matter can be referred to a subsequent meeting when at least one Member can attend or that the call-in can be considered in their absence.
- 3.2 Once it has heard from the Members who have called the decision in, the Scrutiny Co-ordination Committee will consider the decisions called in and will have access

to the information which has been submitted to the Cabinet Member. Members can ask questions about the issue of the relevant Cabinet Member and appropriate employees who have been invited to the meeting.

- 3.3 The Scrutiny Co-ordination Committee does not have the authority to make decisions or overturn the decision made by the Cabinet Member. The options open to the Committee are:
- a) to accept the original decision of the Cabinet Member.
 - b) to make recommendations to the Cabinet Member to amend a decision.

4 Next Steps

- 4.1 If the Committee accepts the original decision of the Cabinet Member (option a), the decision becomes effective immediately.
- 4.2 If the Committee makes recommendations to the Cabinet Member (option b), the recommendations made by Scrutiny will be considered by the Cabinet Member at a future meeting.
- 4.3 If the Cabinet Member accepts the recommendation, the decision becomes effective immediately.
- 4.4 If the Cabinet Member disagrees with the recommendation to amend a decision they will inform the Scrutiny Co-ordination Committee. In such circumstances, the Scrutiny Co-ordination Committee may refer the matter to the Council for decision on the dispute.
- 4.5 If the Cabinet or Cabinet Member decides further work needs to be done, they may defer the item for this to be carried out.

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