

8. Member Procedures

(b) Call-in Procedure for Scrutiny Committees

1. When a decision is 'called-in' the Team Leader (Democratic Services) will prepare a report for the next available meeting. It will detail the decision that has been called-in, the names of the councillors making the call in, and the reason(s) given, a copy of the Executive decision and report that was considered by the Executive. This will normally be sent out as part of the agenda.
2. The relevant Executive Member(s) will be advised of the call-in to ascertain if they wish to submit any written observations for the relevant call-in committee to consider. There will be a right for the relevant Executive Member(s) to attend and speak about the decision, which is the subject of the call-in, if they choose.
3. Additionally, in advance of the meeting the Chair of the Committee needs to consider whether they wish the Leader/Deputy Leader or other Executive Member to attend to be questioned by the committee over the decision which has been called-in. If attendance is requested and the Member was not intending to attend under 2 above, a reasonable period of notice needs to be given.
4. In advance of the meeting the Members who have made the call-in can request the Team Leader (Democratic Services) to provide specific information in support of the call-in if those Members feel additional information is needed to adequately consider this matter and this was not available in the original Executive report. In addition, any of the Members who made the call-in may request that an officer of the Council or external specialist attend to provide further information or to be questioned. A reasonable period of notice needs to be given.
5. At the Committee meeting the call-in will be determined by a two-phase provision. Firstly, an initial information gathering and questioning: secondly a debate and decision.
6. The Chair will briefly introduce the item and begin the information gathering and questioning phase. The mover of the call-in will be invited to speak on the call-in and to propose the action they wish to be taken. At this stage the scrutiny committee Members may question the mover of the call-in.
7. The Executive Member(s) and/or officers in attendance for the call-in will then address the call-in scrutiny committee Members who will then ask questions.

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8. Following this information and questioning phase, the Chair will open up the debate to all scrutiny committee Members.
9. Following debate the Chair shall invite any Executive Member in attendance to respond to the issues raised during the debate of the call-in prior to inviting the first named person on the call in to make a concluding statement and propose a recommendation for the Committee to consider.
10. The committee will then make a decision on the item which could be:
 - the decision should not be challenged and that it will then be implemented in accordance with the Executive’s original decision, or
 - a different course of action can be recommended for the Executive to consider with any available supporting evidence, or
 - the matter should be referred to the full Council if it is a matter of significance for the whole district (this will only apply in exceptional circumstances).