

Co-operative Scrutiny Board

Call In – Procedure to be Followed in the Meeting



1. Once the Chair has opened the meeting and any previous business on the agenda been dealt with, the Members who called in the decision will be asked to explain why they have done so and what they feel should be reviewed.

The Members making the call-in shall be allowed up to 15 minutes in total to present their case. It shall be up to them to determine how they wish to use their time, they may ask one speaker to speak or share the time among several speakers as they see fit.

2. **15 minutes shall be allowed to respond on behalf of the decision maker(s).** It shall be up to them to decide how to use this allocation. The relevant Cabinet Member, or a senior officer, may make the presentation or they may divide the time between several speakers as they see fit.
3. **After each presentation, Members may ask questions to clarify any points made by the speakers** (although the speakers will not have an opportunity to cross-examine one another).
4. The Board will then discuss the matter. **Members may ask further questions of the Members making the call in or the decision makers during the debate. The Members making the call in and the decision maker will not normally speak during the debate, except to answer questions.**
5. When the Chair considers that the matter has been debated for a reasonable length of time, the decision maker will be offered the opportunity to make any final comments on the matter. **One of the Members making the call in will also be offered the opportunity to sum up. Each side will be allowed five minutes for this purpose.**

6. **The matter will then move to the vote –**

- 6.1 The first issue to consider is whether to confirm that the decision should be implemented (the decision can then be acted on immediately) –

If Members vote YES at this stage, the call in is ended (the matter will not be referred back).

- 6.2 The second issue to consider is whether the matter is within or outside of the budget –

If the decision is not outside of the budget, Board can decide to –

- support the decision which can then be acted on immediately, or
- send the decision back with its comments to the decision maker (ie Cabinet), who will then take a final decision

If the decision is outside the budget, it will go as a recommendation to the next ordinary meeting of the Council, along with any comments from the Board.

6.3 If Members vote in favour of referring the matter for reconsideration, they must vote on the following matters –

Where to refer the matter –

Members must decide whether the decision should be referred back for reconsideration directly to the original decision maker (ie Cabinet), or to refer the matter to City Council to consider the call in.

The Chair will ask Members to vote in favour of either –

- **Refer the matter directly back to the original decision maker (Cabinet)**

OR

- **Refer to the City Council to consider the call-in**

If referred back to the decision maker(s), the Chair will confirm the Board's comments for the referral back to Cabinet.