

Call-in Procedure

Cabinet Decision Published: There is now a period of 5 working days during which members can decide whether or not they want to challenge the decision. If a decision is not challenged, the Cabinet is free to implement.



Call-in Verified: At least 9 signatories are required in order to secure a call-in. The Monitoring Officer shall determine whether the call-in is valid. If the call-in is valid, the Monitoring Officer identifies the Panel to hear the call-in. The meeting has to be held within 14 working days after the call-in request has been verified.



Scoping and Planning: Democratic Services & Scrutiny Officers liaise with relevant Councillors and Officers to determine the scope of the call-in, fix a date/time for the call-in meeting, publicise the meeting and determine what briefing and information will be required to help inform the investigation.



Public Involvement: In run up to meeting, members of the public and relevant/interested bodies are able to notify Democratic Services if they would like to submit any evidence to the call-in or speak at the public meeting.



Call-in Meeting: The Panel (or Council undertaking that role) will consider the evidence presented by Councillors, Officers, other contributors and members of the public and then come to a conclusion about whether to ask the Cabinet (Member) to reconsider its decision.



If the Panel need more time to consider further information a second meeting must be held within 21 working days.



Call-in Upheld:

If the Panel (or Council undertaking that role) agree and **UPHOLD** the reason for the call-in, the decision is referred back to the Cabinet (Member).

The Cabinet (Member) must reconsider the decision within 10 working days stating the reasons for their decision.



Call-in Dismissed:

If the Panel (or Council undertaking that role) disagree with and **DISMISS** the call-in, the original Cabinet (Member) decision can be implemented straight away and CANNOT be amended in any way by the Panel.