

## Guidance on the Overview and Scrutiny “Call-In” Procedure

The following are the stages in the process if it is desired to request an executive decision-taker i.e., Cabinet, Cabinet Member or Chief Officer to reconsider a decision.

1. Cabinet, Cabinet Member, Chief Officer takes decision
2. Unless the decision is designated as urgent under Standing Order 35 it cannot be implemented until after three clear working days following the date of the Cabinet or Cabinet Committee meeting at which the decision was made.
3. During this period a written request for a meeting to be called for the consideration of “Call In” can be made by any five County Councillors representing more than one single political group on the County Council either collectively or individually signing a request form or letter, or sending an email. Co-opted Members cannot request a special meeting to consider “Call In”.

The request(s) must be received by Democratic Services on behalf of the Chief Executive by no later than 5.00pm on the third working day following the date of the record of the decision being published. A request submitted later than that cannot be considered.

4. Making the request:

Requests in writing:

A proforma is available for the use of members, which up to 5 members may sign. This is available from the C-First portal. Alternatively, a letter may be sent, setting out the title of the decision that the councillor wishes to request a special meeting for the purposes of considering a Call In, and any reasons that the Councillor has for the request.

Request via e-mail:

Requests must be emailed to [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk) For verification purposes, requests must come from the County Councillors' official county council email address. Any Councillor wanting to request a special Call In meeting must submit an individual email. Emails cannot be sent by one councillor on behalf of another councillor(s).

5. The meeting of the Overview and Scrutiny Committee must be held within seven clear working days of the request being received by Democratic Services. The date will be agreed by the Chair of the relevant Overview and Scrutiny committee.
6. The following will be invited to attend the scrutiny meeting:
  - Any Councillor who requested the special meeting
  - Appropriate representatives of Cabinet
  - The appropriate officers from the service subject to the proposed decision.
  - Any other witness the committee wishes to invite.

7. At the meeting, the case for the Call In will first be heard. Those requesting the Call In will be given 20 minutes to present the case, and they may, within that time, arrange for outside witnesses (such as members of the public or representatives of other organisations) to speak.

The decision maker (or representative) if present will be invited to respond, and officers invited to clarify any issues raised.

The committee will then debate the matter, questioning any of the presenters as required, and a vote will be taken whether to request the Call In or not.

All arrangements are subject to the Council's Standing Orders.

8. Once the written request described at paragraph 3 above has been made, the decision will not be implemented until either the Overview and Scrutiny Committee has decided not to request a reconsideration, or until the decision taker has published a response to a request for reconsideration, with reasons. The response must be in writing to the Chair of the Overview and Scrutiny Committee.

### **Illustration**

For the purposes of explanation, a decision by Cabinet on a Thursday could be subject to a request for a meeting for the consideration of a "Call In" until 5.00pm on Tuesday (being the third working day, not including the date of publication). Where there are bank holidays or other non-working days, these are not included and the deadline would be extended.

**Request for an Overview and Scrutiny Committee meeting to be called for the consideration of “Call In”**

**Title of the Decision:** .....

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**Decision taken by:**.....

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**Date decision taken:** .....

**Name of Overview and Scrutiny Committee to consider “Call-In”:**

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**Please give brief reason for the request:**

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**Signed:** County Councillor:

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**Date:** .....

(Please note that this form must be submitted to Democratic Services on behalf of the Chief Executive by 5.00pm on the third working day following the date of the decision)