

# Monmouthshire Scrutiny

## Call-in Process

Scrutiny committees can scrutinise decisions that have been made by the Cabinet or an Executive Member before the decisions take effect. When a decision has been published, members who wish to 'call-in' the decision have 5 working days in which to request a 'call-in', otherwise the decision is considered to have taken effect.

At least three members must sign a 'call-in' and they must give clear reasons as to why they are 'calling-in' the decision.

The 'Calling-in of a decision' has its own process, in line with the "Scrutiny and Executive Protocol" and the council's Constitution.

## Attending Call-in Meetings

The following arrangements apply to Call-in meetings:

- A request for a decision to be 'called-in' requires a meeting of the relevant scrutiny committee to be convened within 15 clear working days of the decision to call it in - only in exceptional circumstances will the Chair of the Scrutiny Committee consider extending this time limit.
- The Committee will invite the relevant Cabinet Member and/or Officer i.e. (the decision-taker) and any other Officers the Committee considers appropriate to the meeting.
- The Committee will endeavour to offer appropriate notice to witnesses required to attend and will as far as possible ensure the scheduling of the Call-in meeting facilitates their attendance.
- In inviting Officers to attend, the relevant Chief Officer responsible will be consulted as a matter of courtesy.
- Scrutiny Committees welcome the views of additional Officers, however, to ensure consistency, transparency and openness, such Officers should indicate in advance of the agenda despatch (i.e. 3 working days prior to the meeting) that they wish to attend, with reasons for their attendance.
- Additional Officers should advise the Scrutiny Team that they wish to attend, which will be discussed and agreed with the Chair of the Scrutiny Committee. It is the discretion of the Committee to allow such Officers to take part in the meeting.

## The 'Call-in' Process at the Scrutiny Committee Meeting

- The Call-in procedure allows for the Members who requested the decision be called-in to speak first, outlining their reasons for calling in the decision.

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- The Cabinet Member will then be invited to respond, following which officers may respond.
- The Chair will then ask Scrutiny Committee Members to comment if they wish to do so.
- There will then be an opportunity for any other elected Members to ask their questions prior to the Committee considering their way forward. Only Members of the Committee will be able to vote on the course of action proposed.
- Scrutiny Committees do not make decisions, but having followed the Council's Call-in procedure, they can agree to do one of three things:
  - 1) Accept the Cabinet's decision.
  - 2) Refer the matter back to Cabinet for re-consideration (with reasons).
  - 3) Refer the matter to Council for consideration.