

Call-In Process – Further Guidance

The following section offers guidance on the call-in process. If additional information or advice is required, Members should contact Cath Saltis, Head of Scrutiny Services and Member Support, Chief Executive's Department, telephone number 01709 822779 or via email at cath.saltis@rotherham.gov.uk.

What sort of decisions may be called-in?

Any decision of the Executive may be called-in, unless it is:-

- in the form of a recommendation to full Council;
- an urgent decision (as defined by rule 14(2)) of the Overview and Scrutiny Procedures Rules;
- a decision of the Adoption Panel;
- concerned with procedural matters; or
- in connection with an appeal.

What happens when a decision is called-in?

The Chair of the Performance and Scrutiny Overview Committee records the decision to which the call-in relates, the lead signatory and the names of the other five Members, or in the case of an education decision, the names of the Members or education representatives, or both.

The Head of Scrutiny Services then requests that arrangements be made for the decision to be called in. The Head of Scrutiny Services will contact the Lead Signatory and notify the decision maker and the appropriate Executive Director, of the call-in request and advise that the implementation of the decision be delayed until the conclusion of the call-in process.

When will a meeting be arranged for the decision to be called-in?

In most cases, the Head of Scrutiny Services, in consultation with the Chair of the Performance and Scrutiny Overview Committee, will add the call-in request to agenda for the next following meeting of the Committee, or in the case of an education decision, the next following meeting of the Children and Young People's Services Scrutiny Panel.

What will happen at this meeting and how will the call-in be dealt with?

The Members requesting the call-in will be invited to give their reasons. The relevant Cabinet Member(s) will attend, in order to explain why the decision was made.

Having considered the call-in request and the explanation of the decision, PSOC (or Children and Young People's Services Scrutiny Panel) can refer it back to the decision-maker for reconsideration, setting out in writing the nature of its concerns. If the decision is not referred back to the decision maker or the

request for call-in not supported, the original decision can be then implemented.

In exceptional circumstances, PSOC can refer the decision for consideration by the full Council. If the Council supports the requests for call-in, they can refer the matter back to the decision maker to re-consider, stating their concerns. If the call-in is not supported, the decision can be implemented.

If the decision is referred back by either full Council or PSOC (or Children and Young People's Services Scrutiny Panel), the decision maker (or makers) must reconsider the decision within 10 working days. At this point they can:

- confirm their original decision;
- amend the decision; or
- rescind (and if appropriate) take a new decision.

Is there a simple guide which explains the process?

Yes. Attached is a chart which summarises the Councils call-in procedure, its various stages, and what can happen at each of these stages. Part V of the Council's Overview and Scrutiny Procedure Rules outlines the rules regarding the calling-in of executive decisions and copies of this are available from Scrutiny Services.

