



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

## Cabinet Call-In Procedure


(Extract of Standing Orders Relating to  
Meetings and Proceedings of the  
Council and Committees)

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## **26 Decisions of Cabinet: Call-In Process**

- 26.1 Minutes of the Cabinet will be sent to all Members of the Council by the end of the Working Day following the meeting, or as soon as practicable thereafter. No action will be taken to implement decisions until the expiry of four further Clear Working Days following the issue of the Minutes. Decisions can then be acted upon unless they have been called in or referred.
- 26.2 Members will be entitled to call-in decisions of the Cabinet on a requisition as set out in the Call in Request Form (Appendix D to these Standing Orders). This must be signed by three Members and delivered to the Chief Executive, or submitted electronically, via an individual email to the Chief Executive from each of the three Elected Members in question. Such requisition must be received no later than 12 noon on the fourth Clear Working Day following, and not counting, the day on which the Cabinet Minute was issued. Such requisition must state the reason for the call in.
- 26.3 The Chief Executive will then immediately refer the matter to the Chair of the Audit and Scrutiny Committee who will be required within five Clear Working Days of receiving notification by the Chief Executive, to arrange a date for a meeting of the Committee to consider the call-in.
- 26.4 The Audit and Scrutiny Committee shall invite at least one of the Members who has requested the call-in to attend the Committee to explain the request. The Committee will also invite a representative from the Cabinet to present their views on the call-in request and thereafter invite any senior officer to provide information on the report presented to the Cabinet and on issues raised by the call-in. Except with the consent of the Chair, Members requesting the call-in will not speak for more than ten minutes in total, and the Cabinet representative will not speak for more than 10 minutes. If none of the Members who have made the reference attend the Audit and Scrutiny Committee the Committee may determine not to scrutinise the decision.
- 26.5 No Member of the Audit and Scrutiny Committee who has signed a call-in request may take part in consideration of the call-in request.
- 26.6 Where the Audit and Scrutiny Committee does not agree on a majority vote with the decision of the Cabinet the matter will be referred to the next meeting of the Cabinet. The Audit and Scrutiny Committee will determine recommendations for alternative action for the Cabinet. The Chair or another Member of the Audit and Scrutiny Committee nominated by the Chair will have the right to attend the Cabinet and speak in support of its recommendation on that matter.
- 26.7 The Cabinet will at its next meeting consider the recommendation from the Audit and Scrutiny Committee and shall either agree to the recommendation or refer the matter to the next meeting of the full Council.
- 26.8 In the event of the matter being referred to the full Council, the decision of the full Council shall be final and binding.

 <p>North Ayrshire Council Comhairle Siorrachd Àir a Tuath</p>	<p><b>Call In Request Form</b></p>
<p>We request in terms of paragraph 26.2 of the Standing Orders Relating to Meetings and Proceeding of the Council that the decision taken by the Cabinet be called in by the Audit and Scrutiny Committee.</p>	
<p><b>Names of Councillors Requesting Call In</b></p>	
<p>1.</p>	
<p>2.</p>	
<p>3.</p>	
<p><b>Details of the Decision Taken By The Cabinet (Please specify the Minute reference)</b></p>	
<p><b>Reasons for Call In (Please specify your reasons for requesting that the Audit and Scrutiny Committee call in the decision)</b></p>	
<p><b>Desired Outcome (Please specify your desired outcome)</b></p>	

**This form must be received by the Chief Executive's Office not later than 12 noon on the fourth Clear Working Day following, and not counting, the day on which the Cabinet Minute was issued.**

	Date	Time
Received by Chief Executive		
Received by Committee Services		
Acknowledged		