

24. Decisions of Cabinet: Call-In Process

- 24.1 Minutes of the Cabinet will be sent to all Members of the Council by the end of the working day following the meeting. No action will be taken to implement decisions until the expiry of four further clear working days. Decisions can then be acted upon unless they have been called in or referred.
- 24.2 Members will be entitled to refer or call-in decisions of the Cabinet on a requisition as set out in the Call in Request Form (Appendix D to these Standing Orders) either 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 to be received no later than noon on the fifth clear working day following (and not counting) the day on which the Cabinet met. Such requisition must state the reason for the call in.
- 24.3 The Chief Executive will then immediately refer the matter to the Chairperson of the Scrutiny and Petitions Committee who will be required to call a meeting of the Committee to consider the call-in within five clear working days of receiving notification by the Chief Executive.
- 24.4 The Scrutiny and Petitions Committee shall invite at least one of the Members who has requested the reference or call-in to attend the Committee to explain the request. The Chairperson will also invite a representative from the Cabinet to present their views on the call-in request and invite any senior officer to provide information on the report presented to the Cabinet. If none of the Members who have made the reference attend the Scrutiny and Petitions Committee the Committee may determine not to scrutinise the decision.
- 24.5 No Member of the Scrutiny and Petitions Committee who has signed a call in request may take part in consideration of the call in request.
- 24.6 Where the Scrutiny and Petitions 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 Scrutiny and Petitions Committee will determine recommendations for alternative action for the Cabinet. The Chairperson or another Member of the Scrutiny and Petitions Committee nominated by the Chairperson will have the right to attend the Cabinet and speak in support of its recommendation on that matter.
- 24.7 The Cabinet will at its next meeting consider the recommendation from the Scrutiny and Petitions Committee and shall either agree to the recommendation or refer the matter to the next meeting of the full Council.
- 24.8 In the event of the matter being referred to the full Council, the decision of the full Council shall be final and binding.