

Other Local Authorities' Call in Arrangements (January 2019)

Serial	City	Call in Period (after publication)	Number of Members	Notes
Core Cities				
1.	Birmingham	3 working days	At least two non-executive members	<p>The "Request for Call In" should state the reason for call-in. Call-in criteria are prescribed: Is the decision within existing policy? Is the decision well-founded? Has the decision been properly taken? Does the decision particularly affect a ward?</p> <p>The Chair of Co-ordinating O&S Committee will agree which Overview and Scrutiny Committee should hear the call-in. That Committee must meet to consider the request. The meeting should take place not later than 15 clear working days after the original publication of the decision. It is for the Committee to decide whether to Call In a decision or not</p>
2.	Bristol	5 working days	At least five non-executive members	<p>The proper officer will first satisfy themselves that the following requirements have been met:</p> <ul style="list-style-type: none"> (i) the <i>call-in</i> notice has been received within the prescribed time scales (ii) the decision taker's decision has been properly identified and described; (iii) the members seeking the <i>call-in</i> have identified those principles of Article 14 of the constitution which they believe have been breached. <p>If the requirements are met the proper officer will <i>call-in</i> the item and within five working days of the request, give notice as to the date on which the call-in will be considered by a call-in committee which will be held</p>

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				within 10 days of request for call in being approved by Proper Officer.
3.	Cardiff	7 working days	Any non Cabinet member of the Council (or a co-opted member of the Children and Young People Scrutiny Committee, in the case of a decision relating to an education matter) may call-in a decision	<p>The Head of Democratic Services may, in consultation with the Monitoring Officer, rule that a call in is not valid if:</p> <ul style="list-style-type: none"> (i) The call in request has not been made within the seven working days allowed for call in; (ii) It is not clear which Executive Decision is being called in; (iii) The decision is exempt from call in on account of urgency provisions; (iv) The call in request provides too little information to enable Committee members or the decision taker to adequately prepare for the call in meeting. (v) The decision being called in, or broadly the same decision, has been called in during the last six months; or (vi) The matter has already been scrutinised by the relevant Scrutiny Committee and there is no significant new or additional information which has not been previously considered by that Committee.
4.	Edinburgh			No executive arrangements
5.	Glasgow	6 working days	Five non-executive members	A decision which has been called-in will be placed on the agenda for the next meeting of the appropriate Scrutiny Committee. The Chief Executive will select the appropriate Scrutiny Committee.
6.	Leeds	7 working days	The decision may be called in by either;	Prior to submitting a Call In, the nominated signatory must contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting

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			<ul style="list-style-type: none"> • two non-executive elected Members (who are not from the same political group); or • five non-executive elected Members 	<p>to call in the decision. The nominated signatory must also ascertain the financial consequences to the authority of having the decision Called In. The outcome of this contact must be detailed on the Call In request proforma.</p> <p>Upon receipt of the request, the Scrutiny Officer will, in consultation with the Chair of the relevant Scrutiny Board, convene a special meeting of the relevant Scrutiny Board, to take place within seven clear working days of the Call In request being received..</p>
7.	Liverpool	4 working days	<p>The following members can call-in the decision for consideration by the relevant Select Committee:</p> <p>(i) in the case of a City-wide issue, any five Members of the Council or all members of a political group;</p> <p>(ii) in the case of an issue affecting one specific area, any three voting Members of the relevant neighbourhood area;</p> <p>(iii) in the case of an issue affecting a single Ward, one Member for that Ward;</p> <p>(iv) In the case of decisions relating to a specific</p>	<p>As an alternative procedure, the Cabinet may direct that a decision be not implemented until it has been referred to and considered by the appropriate Select Committee. A decision that has been referred in this way shall be treated as though it had been called in. If a decision is called in, the Select Committee may</p> <ul style="list-style-type: none"> • Support the decision – in which case the matter is approved and inserted in the Register of Decisions and becomes operative from the date of the Select Committee meeting (unless the recommendation states otherwise). • Propose a minor amendment that is acceptable to the Cabinet Member/ Directors - in which case the recommendation, as amended is inserted in the Register of Decisions and becomes operative from that date. • Propose an amendment which significantly changes the decision which is acceptable to the Cabinet Member – in which case it is re-submitted to the Cabinet (as it is that body

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			portfolio area, the Chair or any three voting Members of the relevant Select Committee. This also includes the five co-opted voting Members serving on the Education and Children's Services Select Committee in respect of decisions relating to Children, Families and Adults only.	<p>which took the decision) and will be subject to the call in arrangements again as in reality it is a new decision.</p> <ul style="list-style-type: none"> • Refer it back to the Cabinet – the recommendation of the Select Committee and Cabinet is re-considered by the Cabinet who will consider it again, but a decision that has been referred back to the Cabinet once is not subject to further call in.
8.	Manchester	5 working days	By the Chair of the relevant Scrutiny Committee; or any five members of the Council	Where a decision has been called-in by five members of the Council and none of those members attend, the Committee may at its discretion determine not to scrutinise the decision.
9.	Newcastle	Until 10:00 am on the fifth working day after the date of publication	<p>Either:</p> <ul style="list-style-type: none"> (i) 7 non-executive members (which may include the statutory education representatives if the matter being called in is an education matter on which they would be entitled to vote), or (ii) the Chair and Vice-Chair of the relevant Scrutiny Committee and one other non-executive member 	Where a valid request for call-in is made, a meeting of the relevant committee shall be convened by the Proper Officer. The meeting will be held at 5:00 pm on the 7th working day after the call-in deadline (the first day is the first working day after the call in deadline).

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10.	Nottingham			No executive arrangements
11.	Sheffield	4 working days	Five Members, including two from the relevant Scrutiny Committee must give notice to call-in a decision for scrutiny.	<p>Not more than two notices of call-in will be accepted for any individual decision, but other Members may be able to register an interest in the item with the relevant Scrutiny Committee Chair</p> <p>A proforma produced in respect of calling in a decision shall be signed by the five Members. Telephone calls, e-mail or fax messages from Members shall be accepted for call-in purposes but these shall be required to be supported by a signed statement from the Member(s) concerned before the item is considered by the Scrutiny Committee.</p>
Other Cities/Authorities				
12.	Swansea	3 working Days	The Chair and / or Vice Chair of the Scrutiny Programme Committee or any 4 Councillors may Call In a decision	<p>The decision is exempt from Call In on account of urgency provisions as set out below and also where:</p> <ul style="list-style-type: none"> (i) The decision being called in is the same, or broadly the same, as a previous Call In within the last six months; (ii) The decision has been subject to pre-decision scrutiny and there is no material change in relevant information/evidence; (iii) The Call In does not specify precisely which aspects of the decision is to be challenged or provides too little information.
13.	Bridgend	3 working days	Any 3 Members of a scrutiny committee and a Scrutiny Chair may call-in a decision by giving notice in writing	In order to ensure that call-in is neither abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:

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				<ul style="list-style-type: none"> (i) Overview and Scrutiny may only call-in a total of six decisions per year; (ii) three Members of an Overview and Scrutiny Committee and a Scrutiny Chair are needed for a decision to be called in; (iii) the Proper Officer may veto any request for call-in if it falls outside the remit of this scheme.
14.	Newport	5 working days	Any single member of the Council who is not a member of the Cabinet	
15.	Conwy	5 working days	3 non-executive members	The Proper Office shall call a meeting of the committee after consultation with the chairman of the committee, and in any case within 20 working days of the decision to call-in
16.	Wrexham	5 working days	Five non-executive members	