

# London Borough of Barking and Dagenham

## Notice of Meeting

### SCRUTINY MANAGEMENT BOARD

#### CALL-IN

**Wednesday, 14 September 2005 - 6:00 pm**  
**Meeting Rooms 1 and 2, Civic Centre, Dagenham**

**Members:** Councillor Mrs P A Twomey (Chair); Councillor R C Little (Deputy Chair); Councillor W F L Barns, Councillor B Cook, Councillor J R Denyer, Councillor Mrs D Hunt and Councillor Mrs M M West

**Also Invited:** Councillor P Waker (Lead Call In Member), Councillor D S Miles, Councillor Miss N E Smith, Councillor L R Waker (Call In Members), Councillor C J Fairbrass, Councillor C Geddes and Councillor T G W Wade (representing the Executive)

**Education Co-opted Members:** Church Representatives: Reverend R Gayler (Church of England) and Mrs G Spencer (Roman Catholic Church); Parent Governor Representatives: Mr P Carter (Primary) and Mr B Phillips (Secondary)

**Declaration of Members Interest:** In accordance with the Constitution, Members are asked to declare any personal or prejudicial interest they may have in any matter which is to be considered at this meeting.

6.9.05

R. A. Whiteman  
Chief Executive

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#### AGENDA

1. **Apologies for Absence**
2. **The Call In Process (Pages 1 - 2)**
3. **Any other public items which the Chair decides are urgent**

4. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

### **Private Business**

The public and press have a legal right to attend Council meetings such as the Scrutiny Management Board, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972).

5. **Call In - Re-Tendering the Citizen's Panel Contract (Pages 3 - 12)**  
*(Concerns a contractual matter (paragraph 8))*
6. **Any confidential or exempt items which the Chairman decides are urgent**

## **THE CALL IN PROCESS**

### **1. Purpose**

Call-In is the process by which decisions of the Executive can be challenged before implementation by non-Executive Members and referred to the Scrutiny Management Board for further consideration. The statutory co-opted members of the Scrutiny Management Board are also entitled to Call-In Executive decisions in respect of education related matters.

### **2. Call-In Procedure**

- 2.1 Minutes of meetings of the Executive will be circulated to all Members of the Council and, when relevant, statutory co-opted Members, within three working days of the meeting. (E.g. for an Executive meeting on a Tuesday, the minutes will be circulated not later than the Friday of the same week).
- 2.2 Any two Members of the Council, or statutory co-opted members, individually or collectively, may Call-In a decision by submitting a written request to the Chief Executive by 12 noon on the Wednesday following the circulation of the minutes, with reasons. (Where days are lost due to Bank Holidays the Call-In deadline will be adjusted accordingly.) The Call-In request may be posted, handed in at the Civic Centre or the Town Hall, or sent by e-mail or fax.
- 2.3 Requests received after the deadline can not be considered because of the need to keep delays to decision-making as short as possible.
- 2.4 Requests which, on investigation by the Chief Executive, are found to have been made without the support of sufficient Members or statutory co-opted members will not be considered by the Scrutiny Management Board.
- 2.5 Scrutiny Management Board Members will be notified of the need for a meeting at the earliest possible opportunity. Meetings will be programmed for this purpose and cancelled if necessary.
- 2.6 At least one Member will be required to represent the Executive at the Scrutiny Management Board meeting to explain the reasons for the Executive's decision, and to answer any questions. Similarly the relevant Chief Officer, or his/her representative, will attend to clarify any aspects associated with the issue in question.
- 2.7 The Members or statutory co-opted members Calling-In the decision, or one representing the others, will also be invited to attend to present their case.
- 2.8 The Scrutiny Management Board may also invite any other persons to assist during the Call-In meeting.

- 2.9 The papers to be considered by the Scrutiny Management Board will be those considered by the Executive when the decision was made, the decision itself, and written details of the Call-In.
- 2.10 Having considered the matter raised by the Call-In, the Scrutiny Management Board will have three options available to it:
- (a) Dismiss the Call-In and let the Executive decision stand, or
  - (b) Refer the matter back to the Executive with proposals for an alternative course of action, or
  - (c) Refer the decision to the Assembly for wider debate. This latter option will only apply where there are issues of Council policy involved.
- 2.11 Reasons will be given for the decision taken by the Scrutiny Management Board.
- 2.12 Any disagreements between the Executive and the Scrutiny Management Board will be referred to the Assembly.
- 2.13 In exceptional circumstances, and where delay would be prejudicial to the interests of the Council, it may be necessary to waive the Call-In procedure. In such cases the Chief Executive or the relevant or lead Chief Officer, as appropriate, will take urgent action in accordance with Article 1 - Paragraph 17.1 to waive the Call-In procedure.

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of the Local Government Act 1972.

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