

## **SCRUTINY PROCEDURE RULES (INCLUDING CALL-IN PROCEDURE AND COMMUNITY CALL FOR ACTION (CCfA))**

### **1 WHAT WILL BE THE NUMBER AND ARRANGEMENTS FOR THE SCRUTINY COMMISSION?**

The Council will have one Scrutiny Commission as set out in Article 6 and may appoint Scrutiny Working Groups.

The Scrutiny Commission:

- (a) will consist of non-executive Members of the Council;
- (b) will perform all overview and scrutiny functions on behalf of the Council and will also receive reports from Scrutiny Working Groups;
- (c) is not to conduct its own separate reviews of Scrutiny Working Groups' work; if the Scrutiny Commission does not consider that it can endorse a Scrutiny Working Group report then it will need to refer the matter back to the Scrutiny Working Group for further consideration, outlining the areas of concern or where more information is needed. If at any time the Scrutiny Commission has strong views on an issue, it should make these known to the appropriate Scrutiny Working Group at the earliest opportunity to allow such matters to be taken into account prior to the issue of a final report;
- (d) will put in place a system to ensure that referrals from the Scrutiny Commission to the Cabinet Executive, either by way of report or for reconsideration are managed efficiently and do not exceed the limits set out in this Constitution and if so requested by the Council and the Cabinet Executive to prioritise those referrals.

### **2 WHO MAY SIT ON THE SCRUTINY COMMISSION?**

All Councillors except Members of the Cabinet Executive may be Members of the Scrutiny Commission. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.

### **3 MEETINGS OF THE SCRUTINY COMMISSION**

Meetings of the Scrutiny Commission will normally take place 6 weekly. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Scrutiny Commission meeting may be called by the chair of the Scrutiny Commission, by any 6 Members of the Commission or by the Proper Officer if he/she considers it necessary or appropriate.

#### **4 QUORUM**

The quorum for the Scrutiny Commission and Working Groups shall be as set out in the Council Procedure Rules in Part 4 of this Constitution.

#### **5 SCRUTINY COMMISSIONERS**

There shall be appointed three Scrutiny Commissioners from the three political groups with the largest number of seats. The Commissioners shall be appointed to provide a strong link between the Commission and Members of the Council.

#### **6 WHO CHAIRS THE SCRUTINY COMMISSION MEETINGS?**

A Scrutiny Commissioner from one of the two largest minority groups will be eligible to hold the position of Chairman. If more than one nomination is received from the two largest minority groups, a vote will be taken at Annual Council to determine who will hold the position of Chairman of Scrutiny Commission.

Any Member of Scrutiny Commission can be appointed to Chair the Commission meeting in the event of the Commission Chairman and Vice-Chairman being absent from the meeting.

#### **7 WORK PROGRAMME**

The Scrutiny Commission will be responsible for setting its own work programme and that of Scrutiny Working Groups. In doing so they shall take into account wishes of Members on the Scrutiny Commission who are not Members of the largest political group on the Council.

#### **8 AGENDA ITEMS**

Any Member of the Authority can refer to the Scrutiny Commission any local government matter relevant to its functions. A "local government matter" is defined in Section 21A(10) of the Local Government Act 2000, in relation to a Member of a local authority, as a matter which relates to the discharge of any function of the authority that affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area, and is not an "excluded matter". This empowers Councillors to exercise the Councillor "Call for Action".

Any other items shall be determined and agreed upon by at least two of the

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three Scrutiny Commissioners in consultation with the Democratic Services, Scrutiny & Governance Manager.

## **9 POLICY REVIEW AND DEVELOPMENT**

- (a) The role of the Scrutiny Commission and its Working Groups in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- (b) In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Scrutiny Commission or Working Groups may make proposals to the Cabinet Executive for developments in so far as they relate to matters within their terms of reference.
- (c) The Scrutiny Commission may hold enquiries and investigate the available options for future direction in policy development.

## **10 REPORTS AND RECOMMENDATIONS FROM THE SCRUTINY COMMISSION**

- (a) Once it has formed recommendations on proposals for policy review and development, the Scrutiny Commission will prepare a formal report by notice in writing to the Cabinet Executive its requirements to respond and submit it to the Proper Officer for consideration by the Cabinet Executive (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- (b) If the Scrutiny Commission cannot agree on one single final report to the Council or Cabinet Executive as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or Cabinet Executive with the majority report.
- (c) The Council or Cabinet Executive shall consider the report of the Scrutiny Commission within two months of it being submitted to the Proper Officer and will:-
  - i. Consider the report or recommendations.
  - ii. Respond to the Scrutiny Commission indicating the action the authority or Cabinet Executive proposes to take.
  - iii. Publish the response if Scrutiny Commission has published the report/recommendations.

- iv. Provide the Member with a copy of the response if Scrutiny Commission has provided a copy of the report/recommendations to a Member of the authority.

## **11 PARTNER AUTHORITIES**

(a) Partner Authorities have a duty to co-operate with the Scrutiny Commission who will require the following:-

- i. That public service bodies covered by a duty to cooperate will appear before Committees or provide information within 20 working days of being requested.
- ii. That those bodies have regard to the recommendations when exercising their functions.

(b) The Scrutiny Commission will send the Partner Authorities a copy of any recommendations affecting them.

(c) The Joint Blaby District Council and Hinckley & Bosworth Borough Council Community Safety Partnership Overview and Scrutiny Chairman is responsible for undertaking closer examination and scrutiny of crime and disorder related issues as tasked by the Scrutiny Commission (See Part 3, Section 7 for Joint Arrangements & Terms of Reference). It will:-

- i. Scrutinise how the Community Safety Partnership discharge their crime and disorder function.
- ii. Require information to be provided by the Community Safety Partnership and attendance at meetings.
- iii. Co-opt representatives from the partner/co-operating bodies or invite such representatives to attend the meeting.
- iv. Report any crime and disorder related findings and recommendations to the Scrutiny Commission.

## **12 PUBLICATION**

The Scrutiny Commission may publish any document comprising reports or recommendations and responses but having regard to confidential and exempt information contained therein.

### **13 MAKING SURE THAT SCRUTINY REPORTS ARE CONSIDERED BY THE CABINET EXECUTIVE**

Once a scrutiny report on any matter which is the responsibility of the Cabinet Executive has been completed, it shall be included on the agenda of the next available meeting of the Cabinet Executive, unless the matter which is the subject of the report is scheduled to be considered by the Cabinet Executive within a period of four weeks from the date the report was adopted by the Scrutiny Commission. In such cases, the report of the Scrutiny Commission shall be considered by the Cabinet Executive when it considers that matter. If for any reason the Cabinet Executive does not consider the Scrutiny Commission's report within two months then the matter will be referred to Council for review, and the Proper Officer will call a Council meeting to consider the report and make a recommendation to the Cabinet Executive.

### **14 RIGHTS OF SCRUTINY COMMISSION MEMBERS TO DOCUMENTS**

(a) In addition to their rights as Councillors, Members of the Scrutiny Commission and Scrutiny Working Groups have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

### **15 MEMBERS AND OFFICERS GIVING ACCOUNT**

(a) The Scrutiny Commission and Scrutiny Working Groups may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Cabinet Executive, the Head of Paid Service and/or any Senior Officer (local grade 7 or above) to attend before it to explain in relation to matters within their remit and it is the duty of those persons to comply with the request as set out in Local Government and Public Involvement in Health Act 2007 if so required:

- i. any particular decision or series of decisions;
- ii. the extent to which the actions taken implement Council policy; and/or
- iii. their performance (excluding disciplinary issues).

A person is not obliged to answer any question which he/she would be entitled to refuse to answer in or for the purposes of proceedings in a court in England and Wales (s21 (15) LGA 2000).

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- (b) Where any Member or Officer is required to attend the Scrutiny Commission under this provision, the Chairman of the Commission will inform the Proper Officer. The Proper Officer shall inform the Member or Officer in writing giving at least three working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the Member or Officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) The Scrutiny Commission or its Working Groups may require other Members of the Authority to attend before it to answer questions relating to any function which is exercisable by the Member by virtue of Section 236 of the Local Government and Public Involvement in Health Act 2007.
- (d) Where, in exceptional circumstances, the Member or Officer is unable to attend on the required date, then the Scrutiny Commission or Scrutiny Working Groups in consultation with the Member or Officer, arrange an alternative date for attendance.

## **16 ATTENDANCE BY OTHERS**

The Scrutiny Commission and Working Groups may invite people other than those people referred to in paragraph 15 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and Officers in other parts of the public sector and shall invite such people to attend. Attendance is entirely optional.

## **17 CO-OPTEEES**

Where specific skills and expertise is required non-Members may be co-opted. Where the Scrutiny Commission is considering the work of the Blaby District Community Safety Partnership, members of the public and representatives of community groups may be co-opted to hold the Partnership to account.

## **18 CALL-IN PROCEDURE**

- (a) The 'call-in' procedure is part of the overall checks and balances which have been built into the Council's political management arrangements. It is complementary to and not independent of other aspects of the scrutiny function whereby the Scrutiny Commission can be involved in policy development or asked to examine particular issues by the Cabinet Executive.

- (b) It is also important to remember that the Cabinet Executive is charged with making Cabinet Executive decisions within the Council's agreed policy framework and budgets and the call-in procedure should be used sparingly so as not to unnecessarily impede efficient and effective decision-making. For this reason there are also urgency provisions.
- (c) The Scrutiny Commission is the responsible body in respect of 'call-in'. Call-in meetings will be arranged as and when necessary.
- (d)
- i. After each meeting of the Cabinet Executive, a schedule of Cabinet Executive decisions will be published. The publication notice will be sent to all Members of the Council and displayed in the Council offices. The publication notice will identify any decisions deemed to be exempt from call-in due to urgency.
  - ii. After each Cabinet Executive Decision is made under delegated powers by an Officer in consultation with the relevant Cabinet Executive Member, it will be published on the Internet. The publication notice will identify any decisions deemed to be exempt from call-in due to urgency. In addition, any Cabinet Executive Decision which is also a Key Decision will be sent to the Scrutiny Commissioners at the same time.
  - iii. A schedule will also be published two weeks following an ordinary meeting of the Cabinet Executive to facilitate individual Cabinet Member decision making, when introduced.
- (e) For the purpose of the call-in procedure, a Cabinet Executive decision is one made by the Cabinet Executive collectively [by a Cabinet Executive Member alone] or a decision by an Officer in consultation with a Member. Part 3 of the Constitution further defines in the delegation scheme the Executive Decisions subject to Call-in. An urgent Cabinet Executive decision is one which in the reasonable opinion of the Decision maker needs to be implemented when it is made and exempt from call-in. The reason for urgency shall be given when the decision is made.

Call-in does not apply to the following decisions:-

• Dates and times of meetings
• Appointments to outside bodies
• Changes to the Cabinet Executive Delegation Scheme
• Decision being considered after earlier Call-in
• Exemptions and exercise of delegated authority

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pursuant to Part 13 Sections 3.1.2 and 3.1.3.
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| <ul style="list-style-type: none"><li>• Special Urgency items (under Part 4 Section 2 page 13 Rule 19) not on the Forward Plan and received by Cabinet Executive</li></ul> |
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- (f) The publication notice (which will contain the date of publication rather than the date that the decisions were made) will display the decisions that have been taken and the date upon which they will come into force if they are not called-in. There is a period of five working days between the publication date and implementation date.
- (g) If during this five day period a Scrutiny Commissioner or three non-Cabinet Executive Members of the Council notify the Officer in charge of the Scrutiny process of the requirement to call in a decision, including written justification as to why the decision should be called-in, that Officer will determine whether the item is eligible for call-in and ensure that it is placed on the agenda of the next meeting of the Scrutiny Commission for discussion.
- (h) At the same time the Leader of the Cabinet Executive will be notified of any items that have been called-in.

Once a decision has been 'called-in' there are then three alternative routes:

- i. the Scrutiny Commission meets and considers that the decision is appropriate - the decision will then become effective immediately;
  - ii. the Scrutiny Commission meets, but is not happy with the decision - the decision is then referred back to the decision-maker with written details of the Scrutiny Commission's concerns. The decision-maker will then re-consider the issue and either amend it in the light of those concerns or decide that the original decision stands. The decision then becomes effective immediately. It is not subject to further call-in;
  - iii. the Scrutiny Commission's concerns are so great that the decision is referred to Council for consideration. Such a referral can only take place in respect of Cabinet Executive decisions which are considered to be contrary to the policy framework or budget. An Extraordinary Council Meeting will need to be convened as soon as possible for consideration of the item, with Council then having the option of referring the decision back for further consideration by the decision-maker.
- (i) Where a key decision is urgent and it is not on the Forward Plan, the appropriate procedure must be followed in accordance with Part 4 Section

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2 paragraphs 9 and 10 of the Constitution.

- (j) Where decisions are urgent and are within the Forward Plan, they may be determined by the Cabinet Executive as exempt from the call-in procedure. The Cabinet Executive will be required to provide the Scrutiny Commission on a quarterly basis with a list of all such decisions and the Scrutiny Commissioners may review any of these decisions and the reasons why they were determined to be exempt.

## **19. COUNCILLOR CALL FOR ACTION (CCfA) PROTOCOL**

### **1 Introduction**

- (a) Councillor Call for Action (CCfA) is a mechanism enabling elected Members to bring matters of community concern within their Ward to the attention of the Council via the scrutiny process.
- (b) The protocol is intended to enhance the Council's Overview and Scrutiny arrangements and provides a formal mechanism for enabling elected members to decide whether they have a valid Call for Action and details of how to lodge a Call for Action to seek positive outcomes for the citizens they represent.
- (c) CCfA came into force on 1 April 2008 under Section 119 of the Local Government and Public Involvement in Health Act 2007. Whilst existing statutory guidance remains the Localism Act, (of which the scrutiny elements formally commence April 2012) amends the provisions relating to CCfA. Reference to 'local government matters' has been removed providing the opportunity for councillors to bring CCfAs on issues that relate to partnership business (so long as that business is within the scope of a committee's terms of reference).
- (d) The power to refer a matter is available only where the matter is of direct concern to the ward the councillor represents. A councillor can refer a matter even if a citizen has not asked him/her to consider it. For councillors in a multi-member ward there is no requirement to agree a referral – any one member can refer a matter.
- (e) CCfA is not guaranteed to solve issues raised, however, it does provide a method for discussing issues and, through discussion, try to overcome them.

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## **2 Issues excluded from referral as a CCfA**

The following matters are excluded from referral as a CCfA (Overview and Scrutiny (reference by Councillors) (Excluded Members) (England) Order 2008):-

- (a) Individual complaints concerning personal grievances or commercial issues
- (b) Any matter relating to an individual or entity where there is already a statutory right to a review or appeal (other than the right to complain to the Local Government Ombudsman), for example:-
  - Planning and Licensing applications and appeals
  - Council Tax/Housing Benefit complaints and queries
  - Issues currently under dispute in a court of law
- (c) Any matter which is vexatious, discriminatory or not reasonable to be included on the agenda for, or to be discussed at a meeting of the Scrutiny Commission or Working Groups.

## **3 Councillor Call for Action Process**

- (a) The Constitution provides that any councillor may request that an item is placed on the Scrutiny Agenda for consideration and inclusion is at the discretion of the Scrutiny Chairman.
- (b) The expectation will be on the ward Councillor to have tried to resolve an issue using all available mechanisms (including partnership working when appropriate) prior to referring the matter to Scrutiny.
- (c) The constitution also provides for the consideration of petitions submitted by members of the public, subject to the Petition Procedure Rules. Ward Councillors may encourage residents to submit petitions as a means of bringing issues of concern to the Council's attention.
- (d) The Councillor Call for Action is designed to be an option of 'last resort' and the process of determination by the Scrutiny Commission Chairman with the Monitoring Officer represents a sifting process to determine a) if the matter is a local government matter and b) whether the matter is excluded under paragraph 2 above.
- (e) The matter will only be included on the Scrutiny Commission agenda if the Chairman in consultation with the Monitoring Officer is satisfied that:

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- the Councillor has made all reasonable efforts to resolve the matter via direct liaison with council officers and/or relevant partners; and
  - the issue is a matter in respect of which the Council has statutory power or duty to deal with and is not precluded by adopted Council policy or legislation; and
  - the issue of concern has a demonstrable impact on a part or the whole of the councillors ward; or
  - does not relate to any statutory right to review or appeal

Enquiries on how to submit a Councillor Call for Action should be made:

- by emailing [Scrutiny@blaby.gov.uk](mailto:Scrutiny@blaby.gov.uk)
- by calling the Scrutiny Officer on 0116 272 7708

#### **4 Referral to Scrutiny**

- (a) The Scrutiny Manager will inform the Scrutiny Commission Chairman that a request has been received, and with the advice from the Monitoring Officer ensures it is not an exempt item
- (b) The Scrutiny Manager will inform the ward Councillor whether the CCfA is accepted within 5 working days.
- (c) If the CCfA is a crime and disorder related matter then responsible partners must be notified.
- (d) Reasons a Chairman may not take the CCfA forward could include:
  - i) Not enough information has been provided;
  - ii) More could be done to resolve the issue at a local level, e.g. key people have not been contacted;
  - iii) The CCfA is, or has stemmed from, a vexatious discriminatory or unreasonable complaint;
  - iv) The matter has recently been examined by Scrutiny (though the Ward Councillors may argue that certain aspects were not sufficiently covered hence a need for a CCfA);
  - v) The matter is the subject of an ombudsman complaint or other official complaints procedure;

- vi) The matter falls under any other excluded matters
- (e) If a CCfA is rejected for consideration by scrutiny the ward Councillor will be notified in writing within 5 working days of lodging the CCfA. Where it is a Crime and Disorder CCfA all responsible partners must be notified. Ward Councillors will have the opportunity to reply to the Chairman perhaps with further information to substantiate the CCfA.
- (f) If the CCfA is accepted, the relevant Cabinet Members, Officers and/or partners will be notified by the Chairman.

## **5 Ward Councillor Process for resolution of a CCfA:**

- (a) Public request for action or issue identified by local ward Councillor;
- (b) Discuss with other ward Councillors if a multi-member ward and agree action;
- (c) Take steps to resolve the issue through existing mechanisms such as liaising with partners, county Councillors or raising with officers
- (d) If unresolved and the matter can be taken no further by the ward councillor then refer to the Scrutiny Commission by completing the "Councillor Call for Action form" and submits this to the Monitoring Officer or the Scrutiny Manager for action.
- (e) Scrutiny Commission either:
  - Rejects the CCfA and notifies the Councillor who in turn should inform the public;
  - Accepts the CCfA and arranges to consider the CCfA, notifying partners as appropriate. Following which they will determine their response and relay this to the Councillor and partners as appropriate.

## **6 Process for Dealing with a Councillor Call for Action by the Scrutiny Commission**

- (a) The Chairman and Monitoring Officer will determine if a special meeting outside the calendar of meetings is required and, if so, call a meeting. If not then the CCfA will be dealt with at the next available meeting of the Scrutiny Commission.
- (b) The Chairman in consultation with the ward Councillor and the Monitoring Officer, when considering the meeting, should give consideration to:

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- i) Witnesses;
  - ii) Notifying and Inviting Partners
  - iii) Evidence required;
  - iv) Key questions;
  - v) Timescales; and
  - vi) Aims and objectives for the meeting.
- (c) If the Call for Action concerns issues that fall within the remit of the Cabinet Executive, the relevant Portfolio Holder shall attend to answer questions and make any representations.
- (d) In a similar way to the call-in process at the meeting, the Scrutiny Commission will be expected to reach a decision on whether to:
- i) Take no action; or
  - ii) Refer the matter to the Cabinet / Council / Partner Organisations with recommendations; and/or
  - iii) Carry out a full scrutiny investigation.
- (e) Any report and recommendations arising from the Committee meeting will be made available and sent to all agencies involved with the CCfA within 5 working days of the meeting.
- (f) In the case of a crime and disorder matter, reports and recommendations will be sent to the responsible authorities as listed in the Police and Justice Act 2006.

## **20 THE PARTY WHIP**

The party whip means:-

“Any instruction given by or on behalf of a political group to any Councillor who is a Member of that group as to how that Councillor shall speak or vote on any matter before the Council or any Committee or Sub-Committee, or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote in any particular manner”.

When considering any matter in respect of which a Member of the Scrutiny Commission is subject to a party whip the Member must declare the existence of the whip, and the nature of it before the commencement of the Commission or Working Groups deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

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## **21 PROCEDURE AT SCRUTINY COMMISSION MEETINGS**

(a) The following business shall be considered:

- i. minutes of the last meeting;
- ii. declarations of interest (including whipping declarations);
- iii. consideration of any matter referred to the Scrutiny Commission for a decision in relation to call in of a decision;
- iv. responses of the Cabinet Executive to reports of the Scrutiny Commission; and
- v. the business otherwise set out on the agenda for the meeting.

(b) Where the Scrutiny Commission conducts investigations (e.g. with a view to policy development), the Commission may also ask people to attend to give evidence at Commission meetings which are to be conducted in accordance with the following principles:

- i. that the investigation be conducted fairly and all Members of the Commission be given the opportunity to ask questions of attendees, and to contribute and speak;
- ii. that those assisting the Commission by giving evidence be treated with respect and courtesy; and
- iii. that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

(c) Following any investigation or review, a report of the same, approved by the Scrutiny Commission, may be submitted to the Cabinet Executive or Council as specified in the Scrutiny Commission constitution under the general paragraph (one minority report can be attached to this report).

## **22 PROCEDURE FOR SPEAKING AT MEETINGS BY NON-MEMBERS OF THE SCRUTINY COMMISSION/SCRUTINY PANELS (WHETHER FORMALLY CONVENED OR NON-FORMAL) AND BY THE PUBLIC**

(a) In respect of the Scrutiny Commission a Member who is neither a Member of the Scrutiny Commission, nor a Member invited to attend and address the Commission (i.e. an observer Member) or give account may only speak at the discretion of the Chairman.

(b) Three minutes time will normally be allotted for speaking which the Chairman may extend at his/her discretion.

## **Making public comments to the Scrutiny Commission or Scrutiny Working Groups**

Scrutiny's approach to public engagement is crucial in helping to ensure the public's views, knowledge and experiences are taken into consideration. It is always preferable if any evidence, information or views from members of the public are put in writing but there are times when providing members of the public with the opportunity to speak at a Scrutiny meeting can be helpful to the Scrutiny process.

The following procedure will enable Members of the Public to request to speak, should they wish to do so, at a formally convened Scrutiny Commission or Scrutiny Working Group meeting.

### **Speaking to the Scrutiny Commission or Scrutiny Working Groups**

All Scrutiny Commission and Scrutiny Working Group meetings are open to the public and usually start at 5.30 pm unless otherwise fixed by the Democratic Services, Scrutiny and Governance Manager.

### **Request to Speak**

Any member of the public wishing to speak at the meeting will need to complete a 'Request to Speak' form which will be available from the Administrative Officer. This form **MUST** be completed and handed to the Administrative Officer no later than 5 minutes before the start of the meeting.

The issue that members of the public to speak about should be relevant to the items or topic on the meeting agenda.

### **Chairman's Discretion**

Completed 'Requests to Speak' forms will be given to the Chairman of the meeting. It is at the discretion of the Chairman as to whether or not requests are accepted.

### **Timing and Tips**

The allocated time allowed per request is 3 minutes which will be strictly timed. Members of the public will be informed by the Administrative Officer if the request has been accepted and when they will be invited to speak.

Once allocated time has been used there will be no further opportunity to address the Scrutiny Commission or Scrutiny Working Group or to question or enter into discussion at that meeting.

Written evidence may be accepted at the meeting but will not necessarily be used or referred to during the meeting.

**23 MATTERS WITHIN THE REMIT OF MORE THAN ONE SCRUTINY  
WORKING GROUP**

The Scrutiny Commission will determine the allocation of matters to its Working Groups.