

Members' Digest

ISSUE DATE

5 May 2021

CALL IN DATE

18 May 2021

NUMBER

276



Stafford
BOROUGH COUNCIL

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Section 4 Minutes of the Scrutiny Committees

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Call-in Process

Any Member of the Council may by notice in writing to the Head of Law and Administration request that a decision of the Cabinet be referred to the appropriate Scrutiny Committee. The reports supporting the decisions are reproduced in Section 2 and further information can be obtained from the Officer contact identified in the report.

The notice must state the reason why the Member wishes the decision to be referred and must be received by the Head of Law and Administration by 5.00 pm on the last day of the call-in period - shown on the front cover of the Digest.

If notices are received signed by one Member of the appropriate Scrutiny Committee and any two other Members, the decision will be referred to the Scrutiny Committee.

It is, therefore, important that Members who wish to call in a decision should seek support from other appropriate Members. If you return the call-in response without securing support from other appropriate Members you risk there not being the necessary three signatures to support the call-in. If you cannot obtain the support of two other appropriate Members, you may still return the call-in request to register your concern/objection but this will not result in call in unless two other appropriate Members act independently of you on the same issue.

Blank call-in forms have been sent to you in the past and further copies are available on request from Democratic Services and on the Members webpage. However, if you do not have a form, a letter, e-mail or a fax to the Head of Law and Administration setting out the item and reason for call-in will be accepted. The Head of Law and Administration will accept three separate forms, e-mails, letters or faxes, suitably signed, to call-in an item or three signatures on one form, letter or fax.

You can obtain further information on the call-in process by telephoning Stafford (01785) 619212.

Call-in forms or letters relating to call-in items should be returned to

Head of Law and Administration
Democratic Services
Civic Centre
Riverside
Stafford ST16 3AQ

E-mails should be addressed to democraticservices@staffordbc.gov.uk

Faxes should be sent to Stafford (01785) 619119