

Council  
5 May 2021

**Title:** Scrutiny Procedure Rules

**Lead Officer:** Graham Leach

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**Portfolio Holder:** Not applicable

**Public report**

**Wards of the District directly affected:** Not applicable

### 1. Summary

- 1.1. This report brings forward a proposal from the Finance & Audit and Overview and Scrutiny Committees to amend their procedure rules in respect of calling Executive items in for pre-scrutiny.

### 2. Recommendation

- 2.1. That Council approves the addition of the protocol set out at Appendix 1, for embedding within Scrutiny Procedure Rules and asks Council to amend Scrutiny Procedure rules so that the deadline to request Executive items to be considered by Scrutiny is 9.00am on the morning of the first Scrutiny, when there are two meeting in the same week.

### 3. Reasons for the Recommendation

- 3.1. The proposed addition to Scrutiny Procedure rules was brought forward by Councillors Milton and Nicholls. This has been tested since November 2020 and has been found to be working well.
- 3.2. The proposal was considered and supported by both Scrutiny Committees at their meeting in April 2022.

**Appendix 1**

**Criteria for call in of Executive Reports to Scrutiny Committees**

This process is about the pre-scrutiny of reports to be considered by the Executive and not the Call in procedure if members are dissatisfied with the Executive Decision (under Council Procedure Rule 21).

1. We encourage all members to ask questions about issues that either affect residents or in which they have an interest. Scrutiny is not the only way to do this and members should feel free to raise questions with portfolio holders at any time.
2. Scrutiny committees will consider issues that have due significance with reference to the following criteria:
  - a) The number of residents impacted and the significance of that impact.
  - b) The amount of spend involved.
  - c) It concerns a strategic priority of the Council or key project.
3. Scrutiny committees should only consider items where there is a tangible reason to do so. This should broadly fit into one of the following criteria:
  - a) Where there are concerns about the basis for a recommendation e.g. the data that had led to the recommendation is deficient, or new data or information deemed material to forming a view on the item has been provided too late for a written question and answer to be circulated before the meeting, or members are aware of contradictory evidence.
  - b) There is an alternative policy, development or direction which needs to be explored.
4. Reasons for any request for scrutiny to consider an item should be clearly stated based on the approach outlined above.
5. Where the Chair of the Scrutiny Committee considers the criteria is not met, they can either ask for clarification from the Councillor and, if they remain unsatisfied, decline the request for the item to be considered.

3.3.