

Call In: Adults & Health – In House Care Homes Service Review: Knowle Manor and Dolphin Manor, post consultation recommendations report.

Date: 8th August 2024

Report of: Head of Democratic Services

Report to: Scrutiny Board (Adults, Health and Active Lifestyles)

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report presents the background to a decision, which has been Called In in accordance with the Council's Constitution.

Recommendations

- a) The Scrutiny Board (Adults, Health and Active Lifestyles) is asked to review this decision and to determine whether to either:
- Release the decision for implementation
 - Recommend to the decision-maker that the decision should be reconsidered

What is this report about?

- 1 In accordance with the Council's Constitution, an Executive Board decision has been Called In. The decision was taken at the Executive Board meeting on 24th July 2024 and relates to **Adults & Health – In House Care Homes Service Review: Knowle Manor and Dolphin Manor, post consultation recommendations report.**
- 2 Leeds City Council's Call In processes are set out within part 4 (Rules of Procedure) of the Council's constitution. Section 4B relates to [Executive Decision-Making Procedures](#) with call-in procedures detailed in paragraphs 8.1 to 8.2.7.
- 3 The appended Call In request form (see Appendix A) clarifies that a specific element of the decision has been Called In, which is referenced within the Executive Board Minutes as resolution 21(a). This states as follows:

21 (a) That the closure of Knowle Manor care home be approved, and that once closed, the building be declared surplus to service requirements.

- 4 Subject to there being no further Call In requests, the remaining elements of the decision outlined in Minute 21 of the Executive Board meeting on 24th July 2024 may be implemented once the Call In period has lapsed (*any additional requests that are receipted following agenda publication and before the end of the Call In period will be published separately and in readiness to be considered as part of this Call In meeting too*).

What impact will this proposal have?

- 5 The Call-In process provides the facility for the Scrutiny Board to require a decision taker to reconsider a decision within a specified timeframe.
- 6 The Scrutiny Board is advised that the Call In is specific to the Executive Board decision and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 7 Prior to submitting a Call In, a nominated signatory must first contact the relevant officer and/or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In. The detail of this discussion is referenced on the Call In Request Form, which is appended to this report.
- 8 Appropriate Members and officers have been invited to attend the meeting to explain the decision and respond to questions from members of the Scrutiny Board (Adults, Health and Active Lifestyles).

What are the resource implications?

- 9 The appended Executive Board decision and the associated report reference resource and financial implications linked to the decision.

What are the key risks and how are they being managed?

- 10 The appended report references any risk management issues linked to the decision.

What are the legal implications?

- 11 The appended report references any legal implications linked to the decision.

Options, timescales and measuring success

What other options were considered?

- 12 A Call In is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

How will success be measured?

13 A Call In is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

What is the timetable and who will be responsible for implementation?

- 14 Where a decision is released, a call in release form is sent to the relevant director to confirm that the decision can be implemented.
- 15 Where a decision is referred for reconsideration the Scrutiny Officer is required to prepare a report within three working days of the Scrutiny Board meeting, which will be submitted to the Executive Board, Health and Well-Being Board or senior Officer as appropriate.
- 16 In the case of the Executive Board the report will then be taken to the next public meeting. This will be considered alongside the original decision – with that decision either re-confirmed or a new decision taken. The outcome of that process – be it a re-confirmation or a new decision – cannot be subject to future call-in.
- 17 In the case of a decision by the Health and Well-Being Board or an officer, if the Decision Taker wishes to confirm the original decision, that decision shall be submitted to the next Executive Board meeting.
- 18 If the original decision was taken by the Health and Wellbeing Board or an officer, and the relevant Director is of the view that the original decision should be confirmed, but that urgency prevents them from submitting the decision to Executive Board;
- The Director shall obtain the approval of the relevant Executive Board Member before implementation;
 - Details of the Executive Member approval, together with reasons of urgency will be included in the new delegated decision form; and
 - The Director and relevant Executive Board Member will also be required to attend and give their reasoning to the next available meeting of the relevant Scrutiny Board

Appendices

- Appendix A - Copy of the completed Call-In request form.
- Appendix B – Report of the Director of Adults and Health presented to Executive Board at its meeting on 24th July 2024.
- Appendix C – Relevant extract from the draft minutes of the Executive Board meeting held on 24th July 2024.

Background papers

- None