

# Call-in

## Pre-Decision Call In

When a decision is due to be made either by an Executive Member or the Executive, an item is published on the Forward Plan detailing the forthcoming decision. Within 7 days of an item being added to the plan, it may be called in.

Not fewer than 3 named Councillors must lodge a written notice of their wish to call-in a decision with Democratic Services not later than 5pm on the seventh day following publication of the forward plan. The notice must identify the item to be “called in” and give reasons for the calling-in.

Democratic Services will facilitate the decision being referred to scrutiny and will do so in liaison with the Chair and Vice Chair of the relevant Policy and Scrutiny Committee, the Executive Member or Leader and the Officers concerned. Any issues of urgency will be considered at this stage

In the case of a forthcoming Executive decision, the Assistant Director, Governance and ICT, will arrange for a meeting of the Corporate and Scrutiny Management Policy and Scrutiny Committee (CSMC) to be called. It will normally go to the CSMC (Calling In) meeting preceding the proposed Executive date and the outcome of the committee’s deliberations will be reported to the Executive.

If it is a forthcoming Executive Member decision that is called in, then the report will normally go to the relevant Policy and Scrutiny Committee within whose remit the decision lies. In some cases, dependent on the nature of the decision, it may go to CSMC (Calling In). This could be either because it is impractical to organise an additional Scrutiny Committee meeting in the timescale available or because the Chair and Vice Chair do not agree.

The Executive Member will attend these meetings and be invited to indicate his or her decision at the conclusion of the debate. This will then be recorded and published as an Executive Member decision.

## **Post Decision Call In**

All Executive and Executive Member decisions are published online as part of a decision list and circulated to all Councillors. In the case of an Officer key decision this is also published online and all Councillors receive electronic notification.

The decision lists and electronic notifications bear the date on which they are published and will specify that the decision will come into force, and may then be implemented on the expiry of 2 working days after the publication of the decision, unless it is called-in under these procedures.

Not fewer than 3 named Councillors must lodge a written notice of their wish to call-in a decision with Democratic Services not later than 4pm two days after the decision has been taken. Upon receipt of a valid notice the Assistant Director, Governance and ICT, will arrange for a meeting of the Corporate and Scrutiny Management Policy and Scrutiny Committee (CSMC) to be called. The notice must identify the item to be “called in” and give reasons for the calling-in.

If, having considered the decision, the CSMC is still concerned about it, then it may exercise the powers set out in the Local Government Act 2000 which will usually be by a referral to the Executive. If referred to the decision maker they shall then reconsider the decision, amending the decision or not, before adopting a final decision.

If, following an objection to the decision, the CSMC does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the CSMC meeting.

The call-in procedure shall not apply where the decision being taken is urgent. A decision will be considered urgent if any delay likely to be caused by the call-in process would, for example, seriously prejudice the Council’s or the public’s interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one together with the reason for urgency, and therefore not subject to call-in. The call-in procedure shall not apply in relation to matters that have been subject of a previous call-in or to decisions that require approval of Full Council.

The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to CSMC with proposals for review if necessary.

There may be requirements for changes and/or additions to these procedures in the future. Any such changes are subject to the approval of Council.