

15 **Call-in procedure**

- (a) When a decision is made by the Executive, an individual member of the Executive or a Committee of the Executive, or a key decision is made by an officer or an area Committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within three working days of being made. Copies of each such decision statement will be made available to all Members of the Council within the same timescale by the person responsible for publishing the statement.
- (b) The decision statement will bear the date on which it is published and will come into force, and may then be implemented, on the expiry of three working days after publication of the statement unless objection is made to it and it is called-in within that period.
- (c) The Head of Democratic Services shall call-in a paragraph 15(a) executive decision for scrutiny by the Scrutiny (Call-In) Sub-Committee if so requested within the call-in period by any Member of the Council.
- (d) The Head of Democratic Services shall call a meeting of the Scrutiny (Call-In) Sub-Committee to be held on such date as he/she may determine, where possible after consultation with the Chairman of that Committee, and in any case within five working days of having received the call-in request. If the Sub-Committee does not meet within that period, the decision shall take effect on the expiry of that period.
- (e) Having considered the decision called-in, the Scrutiny (Call-In) Sub-Committee may-
 - (i) refer the decision back to the decision maker for reconsideration or refer the matter to full Council with, in either case, details of the Committee's concerns; or
 - (ii) take no further action on the decision (whereupon the decision will come into force and may be implemented immediately).
- (f) A decision referred back will be reconsidered by the decision maker within 15 working days of the referral and may be affirmed, amended or revoked as the decision maker thinks fit.
- (g) A decision referred to the full Council will be considered by the Council not later than at its next ordinary meeting. If the Council fails to consider the decision or, having considered it, decides to take no further action in respect of it, the decision will come into force and may be implemented with effect from the date of the Council meeting. If the Council does object to the decision and is one which is contrary to the policy framework or contrary to or not wholly consistent with the approved budget, the Council may affirm, amend or revoke the decision as it thinks fit. If the decision is not contrary to the policy framework or budget, the Council will refer the decision to the decision maker together with its views on the decision. The decision maker will reconsider the decision within fifteen working days of the Council meeting and may then affirm, amend or revoke the decision.
- (h) A decision may not be the subject of more than one request for call-in.

16. **Call-In and Urgency**

The call-in procedure set out above shall not apply where the decision taken is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would be prejudicial. If a decision is thought by the decision maker to be urgent, the relevant decision statement will indicate that fact and will record the reasons for urgency. In those circumstances, the decision will not be subject to call-in unless, on the application of the Member or Members requesting call-in, the Chairman of the Scrutiny (Call-In) Sub-Committee or, if he/she is absent or otherwise unable to act, the Vice-Chairman of the Sub-Committee, expresses in writing the opinion that the decision is not urgent and does so before the decision is implemented and, in the case of an executive decision, within three working days of the decision statement having been published or, in the case on a non-executive decision, within three days of the decision having been taken. In the event of that happening, the decision will be deemed to be called-in and will be dealt with accordingly.