

17. Call-in

- (a) When a decision or proposed decision is made by the Cabinet, a Cabinet committee, a Cabinet member or an Officer the decision shall be published by the Proper Officer for Committees, where possible by electronic means, and shall be available at the main offices of the Council as soon as reasonably practicable after being made. Chairpersons of all Overview and Scrutiny Committees will be sent copies of the written records of all such decisions by the Proper Officer for Committees within the same time scale;
- (b) The written record of the decision or proposed decision will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented. A decision may be implemented immediately or in the case of a proposed decision on the expiry of 3 clear working days after the publication, unless an Overview and Scrutiny Committee objects to it and calls it in;
- (c) During that call in-period, the proper officer for scrutiny shall call in a decision for scrutiny by the Committee if so requested by any 3 members of the Committee, and shall notify the Proper Officer for Committees of the call-in. The proper officer for committees shall call a meeting of the Overview and Scrutiny Committee on such date as he/she may determine, where possible after consultation with the Chairperson of the Committee, and in any case within 5 working days of the decision to call in;
- (d) Having considered the proposed decision, the Overview and Scrutiny Committee may refer it back to the Cabinet, Cabinet committee or Cabinet Member for reconsideration, setting out in writing the nature of its concerns, or refer the matter to the full Council. If referred to the Cabinet, Cabinet committee or Cabinet Member they shall then reconsider the decision within a further 5 working days, prior to determining the matter;
- (e) If following an objection to the proposed decision, the Overview and Scrutiny Committee does not meet within the 5 working day period set out above, or does meet but does not refer the matter back to the Cabinet, Cabinet committee or Cabinet Member or refer it to the full Council, the decision may be determined on the date of the Overview and Scrutiny Committee meeting, or the expiry of that period, whichever is the earlier;
- (f) If the matter is referred to the full Council and the Council does not object to the decision which has been made, then no further action will be taken and the decision may be taken as at that date: however, if the Council does object, the Council will refer any decision to which it objects back to the Cabinet, Cabinet committee or Cabinet Member as appropriate, together with the Council's views on the decision. The Cabinet, Cabinet committee or Cabinet Member shall then choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet or a Cabinet committee, a meeting will be convened to consider the Council's views within 5 working days of the Council referring the decision back. Where the decision was made by an individual Cabinet Member, the Cabinet Member will consider the Council's views within 5 working days of the Council referring the decision back;
- (g) If the Council does not meet, or if it does meet but does not refer the decision back to the Cabinet, Cabinet committee or Cabinet Member, the decision may be taken

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on the date of the Council meeting or on the expiry of the period within which the Council meeting should have been held, whichever is the earlier;

- (h) In order to ensure that call-in is neither abused, nor causes unreasonable delay, the following limitations shall be placed on its use:
 - (i) An Overview and Scrutiny Committee may only call in a maximum of three decisions in any three month period.

18. Call-in and Urgency

The call-in procedure set out in paragraph 17 above shall not apply where the decision being taken by the Cabinet, Cabinet committee, Cabinet Member or Officer is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would 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 why in the opinion of the Cabinet, Cabinet committee, Cabinet Member or Officer the decision is an urgent one, and therefore not subject to call-in. The Chairperson of the relevant Overview and Scrutiny committee must agree that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency; in the absence of the Chairperson of the relevant Overview and Scrutiny committee, the matter will be referred to the Chairperson of the Community Safety and Governance Overview and Scrutiny Committee, or in their absence to the Chairperson of the Corporate Resources and Improvement Overview and Scrutiny Committee, or in the absence of both the Mayor's consent shall be required; in the absence of all three, the Deputy Mayor's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.