

## 16 Call-in

- 16.1 The draft decisions of the Cabinet will be e-mailed to councillors normally within three working days of the close of the meeting or the date of the draft decision as appropriate. In this rule and in rule 17 below "Cabinet" shall be read as including any committee of the Cabinet or a decision made by a Lead Councillor or a key decision made by an officer with delegated authority from the Cabinet or under joint arrangements.
- 16.2 For non-urgent draft decisions made by the Leader or by a Lead Councillor, a copy of the officer report and decision-making proforma shall be sent to the Leader/Lead Councillor and relevant Ward Councillor(s) three working days prior to the decision being made. In the case of urgent decisions made by the Leader or by a Lead Councillor, a copy of the report and proforma shall be sent to the relevant Ward Councillor(s) at the same time as it is sent to the Leader/Lead Councillor.
- 16.3 Any councillor is entitled to submit a request by email or fax setting out the reason why she/he wishes any such decision to be called in by the Scrutiny Committee for consideration by a Scrutiny Panel. The request must be submitted to the Head of Democratic Services within three working days of the date of the email.
- 16.4 The Head of Democratic Services will transmit by email to all members of the Scrutiny Committee a copy of the reason for requesting a review submitted by the councillor.
- 16.5 Members of the Scrutiny Committee must decide within two working days whether they support the request for the decision to be reviewed and if they do so they should email a response to the Head of Democratic Services accordingly. If at least six members of the Committee are in favour of calling in the decision the Chair of the Committee will call a meeting of a Panel of the Scrutiny Committee within five working days where possible. The number of councillors to serve on a Panel (which shall be politically proportionate except that either the Leader of a political group may decide to offer one of their Group's places to another Group or an Independent member) shall be determined by the Chair with the councillors being nominated by the respective Group Leaders.
- 16.6 The decision of the Cabinet will not be implemented until:
- (i) The time period in paragraph 16.5 has expired and six members of the Scrutiny Committee have not stated they are in favour of calling in the decision; or
  - (ii) A Panel of the Scrutiny Committee considers the matter and resolves not to intervene in the decision of Cabinet; or

- (iii) A Panel of the Scrutiny Committee resolves to refer the matter back to Cabinet for further consideration and to take account of any recommendation of the Panel, in which case the Cabinet will reconsider the decision as soon as is reasonably practicable; or
  - (iv) In the case of any question relating to the budget or policy framework, the Panel of the Scrutiny Committee has reported to the meeting of the Council that will consider the budget or policy framework or any component part of it (if there is insufficient time for the matter to be referred back to the Cabinet).
- 16.7 Once a decision of the Cabinet has been referred to a Panel of the Scrutiny Committee it shall not be subject to further consideration by a Panel of the Scrutiny Committee or the Committee itself and shall not again be referred by any individual councillor.