

Call-In Procedure (applies to decisions made but not yet implemented)

- a) 100 interested people may call-in for review any decision of a Strategic or a Neighbourhood Committee, or the Achieving for Children Joint Committee, other than when they are exercising regulatory functions, within a period of ten working days after the date of the meeting (so that, for example, when a meeting falls on a Thursday evening the call-in shall expire at 5pm on the Thursday a fortnight hence). Formal notice of decisions will be published, normally on the day after each meeting, in order to facilitate the call-in process. An interested person is defined as someone who lives, works, studies, or owns a property or business in the Borough.
- b) To be accepted as valid, a community call-in must be submitted in writing and identify the decision to be called in and the reason(s) for it being called-in. It must be apparent from the document itself that each person who has subscribed to it is clear as to the decision to be called in and the reasons for the call-in. Each person subscribing to the call-in document must sign it individually and include their name and address.
- c) Where it appears to the Head of Corporate Governance that a community call-in does not meet the requirements of paragraph (b) above a period of five working days from the date of its receipt shall be allowed to provide an opportunity for any apparent defects to be rectified. Where, after the expiration of that five day period the call-in request still does not meet the requirements of paragraph (b), the Head of Corporate Governance, in consultation with the Mayor and Leader of the Council, shall be authorised to reject it.
- d) When a decision is called-in under this process, it shall be referred to a meeting of the Council for review, together with a statement of the reasons for the matter having been called-in. Implementation of the decision shall be held in abeyance pending the conclusion of the call in process.
- e) The Council shall consider the call in as soon as possible, and, wherever practicable, at its next ordinary meeting. In doing so it shall provide a representative of the signatories to the call in the opportunity to address the meeting on the subject for a maximum of five minutes. A further period of up to 10 minutes shall be allowed for questions and answers. These time periods may be extended by resolution of the Council. The Council may agree a response to the call in or establish a time limited Task and Finish Group to which the matter can be referred for further consideration.
- f) Any such Task and Finish Group shall consist of up to seven elected Members to be appointed by the Council. No Member who participated in the original decision called in for review shall sit on the Group. The Group shall appoint its own Chair and may co-opt up to a maximum of three non elected Advisory Members with relevant experience or expertise to assist in its work.
- g) The Task and Finish Group will review the decision which is the subject of the call in and in doing so may receive reports and hear evidence on the matter before it. The Group may choose its own working arrangements and shall be entitled to invite relevant persons and organisations to submit evidence and representations either orally or in writing. Meetings of the Group and its agendas and minutes shall normally be open to the public and the Access to Information Procedure Rules shall apply.
- h) At the conclusion of its review the Task and Finish Group shall submit a report and recommendations to the original decision making Committee. The Committee shall consider the recommendations at the earliest practicable opportunity, normally the next meeting and may accept them or recommend to Council either that the Task and Finish Group's recommendations be rejected, accepted in part only or an alternative course of action be adopted.
- i) If Council raises no objection to the decision the decision becomes effective from the date of the Council meeting and may proceed to implementation.
- j) A decision may only be called-in once under this procedure.