

Call-in Guidance

Call-in should only be used in **exceptional** circumstances.

These are where there is evidence which suggests that an Executive decision was not taken in accordance with the principles set out in Article 14 (Decision Making).

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:

1. proportionality (i.e. the action must be proportionate to the desired outcome);
2. due consultation and the taking of professional advice from the Monitoring Officer and other Officers;
3. respect for human rights (see Article 14.5);
4. a presumption in favour of openness; and
5. clarity of aims and desired outcomes.

The Overview and Scrutiny Committee also has the power to call-in an Executive decision that is, or if made would be, contrary to the Policy Framework or the Council's budget.

A valid request for a Call-in:

- **must be made by written notice**

A request for Call-in must be made using the *Call-in Request* form.

- **must be made by 5 Councillors**

Please ensure that yourself and 4 other Councillors sign and print your names in the spaces provided on the form.

- **must be made within 5 working days of the publication of the decision**

The Call-in period starts from the date that the *Schedule of Decisions* is published and runs for 5 days.

If you are unsure, check the *Schedule of Decisions* as this will state the final date for Call-in.

The *Schedule of Decisions* is published on the ModGov website, normally within 3 working days of the meeting it relates to.

For more information, please have reference to the following parts of the Constitution:

- *Article 14*
- *Overview and Scrutiny Committee Procedure Rule 5.14*
- *Policy Framework and Budget Procedure Rule 6.7*

If you need further advice, please contact a member of Democratic Services or the Monitoring Officer.