

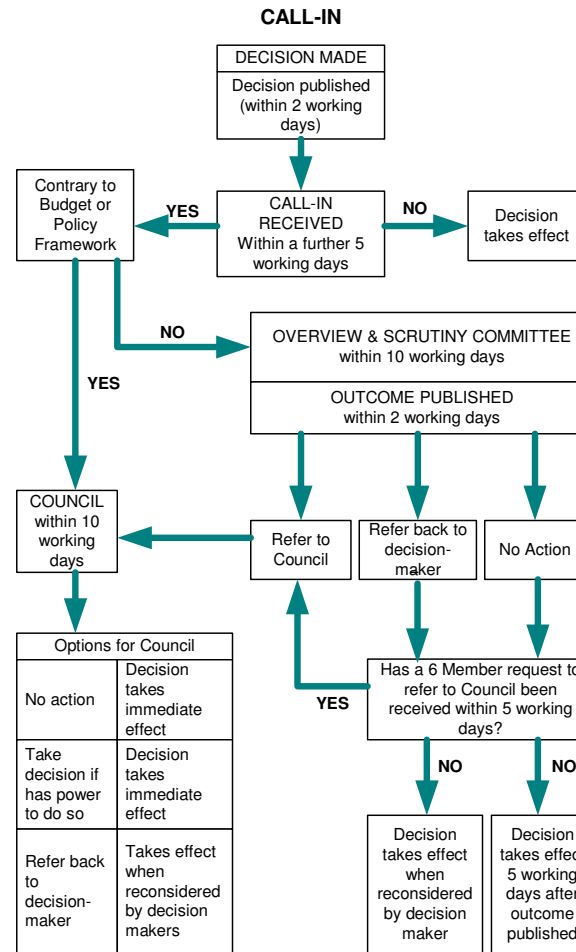
What can the Council do?

- Set out its concerns in writing and ask the decision-taker to reconsider; or
- Make the decision itself with/without amendment if it has the power to do so; or
- Decide to take no action

When does a decision take effect?

- On the date the decision-maker reconsiders the decision following a referral from Council or the relevant Overview and Scrutiny Committee.
- On the date the Council makes the decision with or without amendment.
- On the date the Council decides to take no action
- Where an Overview and Scrutiny Committee decides to take no action on the expiry of 5 working days from the publication of the outcome of that meeting if there is no request for referral to Council.

Once a decision has reached one of these stages the call-in procedure is completed and no further call-in can be made



Warwickshire County Council



CALL-IN

Elected Member Guide

Resources Group

What is call-in?

Call-in is the formal process that allows councillors to query some **executive decisions** i.e.

- The Cabinet
- Committees of the Cabinet
- Area Committees making executive decisions
- Officers making **key** executive decisions

If the decision is called-in no steps can be taken to implement the decision until the call-in process has come to an end.

Call-in does not apply to urgent decisions where the necessary consent has been obtained or operational/day to day management decisions made by officers.

The call-in procedure may only be used once for any particular decision.

Standard forms can be obtained from Democratic Services

The call-in process

Decisions made by the Cabinet, any Cabinet committees, Area Committees and key decisions made by officers are published electronically, normally within 2 working days of being made.

Within **5 working days** of the date the decision is published

- the Chair of the relevant Overview and Scrutiny Committee or
- any four elected members of the Council

may make a written request to the Strategic Director for the Resources Group.

Within **10 working days** of receiving the request the Overview and Scrutiny Committee will have to meet to consider the decision.

A meeting of the full council may be held in place of the Overview and Scrutiny Committee **if** the decision appears to be contrary to the policy framework or budget with the agreement of the Chair of Council and the Chair of the relevant Overview and Scrutiny Committee

Any request must set out clearly the particular decision that is being called-in, the nature of the concerns and the reason(s) for the call-in. This should be in sufficient detail to enable the Overview and Scrutiny Committee or Council to understand the issue it is being asked to review. The standard form should be used.

What can the Overview and Scrutiny Committee do?

- Set out its concerns in writing and ask the decision-taker to reconsider
- Refer the matter to full Council; or
- Decide to take no action

The outcome of the meeting will normally be published electronically within **2 working days** of the meeting.

If the Overview and Scrutiny Committee refer the matter to Council, the Council must meet within **10 working days** of the Overview and Scrutiny Committee meeting.

Alternatively any 6 elected members may ask for the decision to be referred to Council by giving written notice to the Strategic Director for the Resources Group.

The notice must be received within **5 working days** of date of publication of the outcome of the Overview and Scrutiny Committee meeting. The standard form should be used.

The notice must set out clearly the reasons and concerns for seeking to refer the decision to Council.

The Council has to meet to consider the decision within **10 working days** of receipt of the notice.