

APPENDIX

Other Councils' Rules on Call-in

London Borough Councils

Council	Which decisions can be called-in	Who can call-in	Time-limit/ Standstill period	Validity criteria and who decides	Urgency rules
Brent	All key decisions (irrespective of the decision maker) and any other decision by the Cabinet/ Cabinet Committee	Relevant O&S committee; or 5 non-Cabinet members	5 working days	Must include reason(s) for the request, suggested alternative proposals, actions or resolution of the matter There are other criteria, e.g., must not be vexatious, repetitive or frivolous Chief Ex decides	Chief Ex and Chair of relevant O&S must agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests
Hammer-smith & Fulham	All key decisions	50% of the voting members of the relevant Policy and Accountability Committee Educ. co-optees only entitled to request call-in of educ. matters	3 working days	Must be in writing and set out reasons The proper officer decides	The Mayor must agree that any delay likely to be caused by the call-in process is likely to seriously prejudice the council's or the public's interests
Haringey	Key decisions made by the Executive	Any 5 members of the council	5 working days	Must specify the decision to which it objects and whether the decision is claimed to be outside the policy or budget framework; give reasons in writing and outline an alternative course of action	If the decision maker and the Chair of O&S agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's

				Monitoring Officer decides	interests
Newham	All decisions by the Executive and officer key decisions	Scrutiny chair plus any 5 scrutiny members (educ. co-optees may only put their name to call –in on educ. members); or 3 members of the O&S committee; or 20% of cllrs (i.e. 12)	5 working days	The Chief Ex can reject call-in because of a breach of procedure or other reason in the constitution	If the decision maker and the Chair of O&S agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests
Waltham Forest	All Cabinet/ Cabinet Committee/ Cabinet Member decisions and officer key decisions	Any 4 members of the council	5 working days	Must give reasons in writing for call-in; outline the alternative course of action or recommendation proposed and adhere to a number of specific requirements Other rules include: a decision may only be called in once and call-in must only be used for the purpose of effective scrutiny Director of Governance and Law decides	If the Director of Governance and Law, following consultation with the relevant Chair of O&S and the decision maker, agrees any delay would be likely to expose the council, its members or the public to a significant level of risk, loss or significant disadvantage

Other Councils

Council	Which decisions can be called-in	Who can call-in	Time-limit/ Standstill period	Validity criteria and who decides	Urgency rules
Babergh DC	All key decisions or any decision taken by Cabinet	5 members including at least 1 member from a	5 working days	A proposal can be called-in once only A recommendation to council, a council	The Chair of the council agree that any delay likely to be caused by the call-in process

		minority party or an independent member		<p>committee etc. cannot be called-in</p> <p>A limit of 20 call-ins per council year</p> <p>Chair of O&S, in consultation with the Monitoring Officer decides</p>	would seriously prejudice the council's or the public's interests
Kirklees	All executive decisions	<p>5 councillors or</p> <p>Chair and 1 other member of O&S</p>	5 working days	<p>A decision can be called-in once only</p> <p>Must include reasons and, where possible, provide supporting evidence to illustrate how the decision making principles have been breached</p> <p>Service Director, Legal Governance and Commissioning in consultation with the Chair of O&S</p>	The decision maker and the Chair of O&S agree it is urgent for the stated reasons
South Cambridgeshire DC	All Cabinet/Cabinet Member/Cabinet Committee/Joint Cabinet Committee and officer key decisions	Chair of O&S or any 5 councillors	5 working days	<p>A proposal can be called-in once only</p> <p>Decisions must be outside of the budget and policy framework and not in accordance with the decision making principles set out in the constitution</p> <p>Chairman of O&S decides unless the Monitoring Officer advises otherwise</p>	If the Chair of the Council and Chair of O&S agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests
Wiltshire	All Cabinet/Cabinet Member/Cabinet Committee /Joint Cabinet Committee and officer key decisions	10 councillors	5 working days	<p>Must give details of the decision, which of the principles of decision making have not been followed and in what way(s) and the action already taken to resolve the matter, including representations made to the decision maker</p> <p>Not intended to be used when councillors simply disagree with the decision taken and</p>	If the decision maker and the Chair of the Council agree that any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests

				wish to appeal it	
York	All Executive/ Executive Member decisions and officer key decisions	3 councillors	2 working days	<p>Must identify item to be called-in and give reasons</p> <p>Does not apply to matters that have been subject of a previous call-in or to decisions which require Full Council approval</p>	If, in the opinion of the decision making person or body, the delay likely to be caused by the call-in process would, for example, seriously prejudice the council's or the public's interests