



EAST CAMBRIDGESHIRE DISTRICT COUNCIL **COUNCIL CALL-IN PROCEDURE NOTE**

Purpose of Call-in:

For full Council to consider the matter afresh and make a final decision which could be to uphold, amend or reject the previous decision of the Policy Committee/Sub-Committee.

No action will be taken on the Policy Committee/Sub-Committee decision until full Council has considered the matter and made a final determination. Any decision will then take effect from the date when made by full Council (unless another implementation date is indicated by full Council).

Procedure to be followed at Council meeting:

1. Report Author(s) [or Service Lead/Lead Officer on their behalf]:

To present the report to Council and update Members on any new developments, as normal at a Committee/Council meeting.

2. Spokesperson for the Members who called-in the decision:

To be invited to speak to explain the reason(s) for the Call-in. The Call-in Spokesperson also may wish to move a motion on the issue to the effect of the options above (i.e. to amend, or reject the Policy Committee/Sub-Committee decision).

(3.If any other Members/Officers/Other Parties have been specified on the Call-in form to attend the Council meeting:

To be invited to speak to put their views on the issue.)

4. The matter then will be opened up for debate/questioning by all Members of Council:

As part of the debate, questions can be asked of any Members, Officers, or other parties invited to speak above and they may respond in accordance with Council Procedure Rules. *As part of the debate, another Member may wish to move a motion/amendment (depending on whether a motion has already been proposed by any Member invited to speak above).*

5. Possible Decisions:

- To uphold the Policy Committee/Sub-Committee decision(s)
- To amend the Policy Committee/Sub-Committee decision(s)
- To reject the Policy Committee/Sub-Committee decision(s) with or without proposing an alternative.



EAST CAMBRIDGESHIRE DISTRICT COUNCIL **COUNCIL REFERRAL-UP PROCEDURE NOTE**

Purpose of Referral-up:

For full Council to consider a matter that falls within the remit of a Policy Committee/Sub-Committee if that Committee/Sub-Committee is unwilling or unable to make the decision (due, for example, to its impact in the District/magnitude) and have referred this to full Council for final determination.

Procedure to be followed at Council meeting:

1. Report Author(s):

To present the report to Council and update Members on any new developments, as normal at a Committee/Council meeting.

2. Chairman of Committee/Sub-Committee:

May address full Council as to the reasons for the Referral-up.

3. The matter then will be opened up for debate/questioning by all Members of Council:

As part of the debate, questions can be asked of any Members, Officers, or other parties invited to speak above and they may respond in accordance with Council Procedure Rules.

As part of the debate, another Member may wish to move a motion/amendment (depending on whether a motion has already been proposed by any Member invited to speak above).

4. Possible decisions:

Shall be any that the Policy Committee/Sub-Committee could have taken (accept the recommendations, amend, or reject the recommendations).