

**EAST CAMBRIDGESHIRE DISTRICT COUNCIL**  
**COUNCIL CALL-IN / REFERRAL-UP 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.

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:**

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 may also 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 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, if not report author.)

**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.

**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:**

As with 1 above.

**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 with 4 above.

**4. Possible decisions:**

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