



## **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).