

4.6 CALL IN PROCEDURE

4.6.1 Who Can Call In an Item

Any Member of any of the three Scrutiny Committees.

4.6.2 Deadline Date for Calling In any Item Contained in the Executive Minutes

The specific date will be given in the notification accompanying the Executive minutes, but the time scale for call in is five clear working days from the publication date of the [minutes decision notice](#) of Executive.

4.6.3 Number of Members Required to Call In an Item, Successfully

Any [three](#) Scrutiny Committee members

4.6.4 Method by which Items May be Called In

- In writing
- E mail - this may be done using a Members terminal within the Council Offices or where a member has the facility via the internet,
- By fax - as with written notifications, the faxed message may contain the signature of more than one Member,

4.6.5 Recording of Called In Items

The Governance Manager shall be responsible for keeping and maintaining a log of called in items. In practice this log will be kept by the Governance Officers who are authorised to accept notifications from Members.

A log shall be maintained in chronological order according to when requests are received. This log will be open for inspection by any Member of the Council, upon request.

4.6.6 What may be Called In

Any ~~item~~ [Key Decision](#) on an Executive agenda other than an agenda item which is part of the Budget and Policy Framework, or any [Key Decision](#) made by the Leader or officers under delegated powers. ~~which are key decisions.~~

