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4.6 PROCEDURE FOR CALL IN BY SCRUTINY COMMITTEE OF AN ITEM DECIDED BY THE EXECUTIVE

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 9 working days from the date of the Executive meeting.

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

Any two Scrutiny Committee members.

4.6.4 Method by which Items May be Called In

- In writing - a written notice may be signed by one or more Members,
- By telephone - in order to safeguard the integrity of the system, Members may only call in by telephone on their own behalf,
- 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,
- In person.

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Deleted: At the Council meeting on 22nd August 2001 (Minute No. 382 refers), it was decided that the minimum number required to call in an item successfully was three.¶

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4.6.5 Recording of Called In Items

The Head of Democratic Services shall be responsible for keeping and maintaining a log of called in items. In practice this log will be kept by Democratic Services 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 on an Executive agenda other than an agenda item which is part of the Budget and Policy Framework and is subject to Rule 4.3.3 – The process for developing the Framework in the Budget and Policy Framework Procedure Rules, or any report of the decisions made by the Leader under his delegated [powers. or any decision where call in has been excluded under 4.5.16 above.](#)

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