

## Overview and Scrutiny Procedure Rules

### INTRODUCTION

The Council's scrutiny function is performed by the Scrutiny Panel as set out in Article 6 and will appoint to them as it considers appropriate.

#### 1. TERMS OF REFERENCE FOR THE SCRUTINY PANEL

##### **Membership**

- (1) Seven councillors (none of whom are members of the Cabinet).

##### **Terms of Reference**

- (1) To fulfil all the functions of an overview and scrutiny committee under section 9F of the Local Government Act 2000 (as amended by the Localism Act 2011) and in particular (but not limited to):
  - (a) To review corporate strategies;
  - (b) To ensure that actions of the Cabinet accord with the policies and budget of the Council;
  - (c) To monitor and scrutinise the financial performance of the Council, performance reporting and to make recommendations to the Cabinet particularly in relation to annual revenue and capital guidelines, bids and submissions;
  - (d) To review the Council's spending proposals to the policy priorities and review progress towards achieving those priorities against the Strategic and Implementation Plans;
  - (e) To review the financial performance of the Council and to make recommendations to the Cabinet in relation to financial outturns, revenue and capital expenditure monitors;
  - (f) To review or scrutinise executive decisions made by Cabinet, the North Essex Parking Partnership Joint Committee (in relation to decisions relating to off-street matters only) and the Colchester and Ipswich Joint Museums Committee which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
  - (g) To review or scrutinise executive decisions made by Portfolio Holders and officers taking key decisions which have been made but not implemented referred to the Panel pursuant to the Call-In Procedure;
  - (h) To monitor the effectiveness and application of the Call-In Procedure, to report on the number and reasons for Call-In and to make recommendations to the Council on any changes

required to ensure the efficient and effective operation of the process;

- (i) To review or scrutinise decisions made, or other action taken, in connection with the discharge of functions which are not the responsibility of the Cabinet;
  - (j) At the request of the Cabinet, to make decisions about the priority of referrals made in the event of the volume of reports to the Cabinet or creating difficulty for the management of Cabinet business or jeopardising the efficient running of Council business;
- (2) To fulfil all the functions of the Council's designated Crime and Disorder Committee ("the Committee") under the Police and Justice Act 2006 and in particular (but not limited to):
- (a) To review and scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions;
  - (b) To make reports and recommendations to the Council or the Cabinet with respect to the discharge of those functions.

## **2. WHO MAY SIT ON THE SCRUTINY PANEL**

- (1) All Councillors except members of the Cabinet may be members of the Scrutiny Panel. Decisions must be subject to effective independent scrutiny and taken without conflicts of interest.

## **3. MEETINGS OF THE SCRUTINY PANEL**

- (1) A schedule of meetings will be published. Additional meetings may be called from time to time as and when appropriate. A meeting may be called by the Chairman of the Panel or by any four members of the Panel or by the Proper Officer if he/she considers it necessary or appropriate. All meetings will be conducted in accordance with the Meetings General Procedure Rules contained in Part 4 of this Constitution.
- (2) The Scrutiny Panel may hold inquiries and may appoint advisers to assist it in this process. The Panel may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform its deliberations. The Panel may ask witnesses to attend to address it on any matter under consideration and may pay advisers, assessors and witnesses a reasonable fee and expenses for doing so.

## **4. QUORUM**

- (1) The quorum for the Scrutiny Panel shall be one half of the total membership, rounded up in the event of an odd number of members, provided that the minimum quorum shall be four. The quorum must be maintained for the duration of the meeting.

## **5. WHO CHAIRS THE SCRUTINY PANEL?**

- (1) The Chairman and Deputy Chairman of the Scrutiny Panel shall be elected annually by the membership of the Panel.
- (2) Unless the political balance precludes this the Chairman and Deputy Chairman of the Scrutiny Panel will not be a member of the administration of the Council. However in circumstances where there is no party with overall control of the Council, alternative arrangements shall be made as necessary.

## **6. AGENDA ITEMS**

- (1) Any member of the Scrutiny Panel shall be entitled to give notice to the Proper Officer that he/she wishes a matter relevant to the functions of the Scrutiny Panel to be included on the agenda for the next available meeting. On receipt of such a request the Proper Officer will ensure that it is included on the next available agenda. The member will be able to present the item and shall be entitled to a response from that meeting.
- (2) Any Councillor (including those who are not members of the Scrutiny Panel) may give written notice to the Proper Officer that they wish a matter relevant to the functions of the Scrutiny Panel and is not an “excluded matter” to be included on the agenda of the Scrutiny Panel. If the Proper Officer receives such a notification and the matter does not comprise an “excluded matter”, then he/she will include an item on the first available agenda of the Scrutiny Panel. Any Councillor referring such a matter must have regard to any guidance issued by the Secretary of State.

The following are “excluded matters”:

- (a) any matter relating to a planning decision;
- (b) any matter relating to a licensing decision;
- (c) any matter relating to a person in respect of which that person has a right of recourse to a review or right of appeal conferred by or under any enactment;
- (d) any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the Scrutiny Panel;
- (e) a local crime and disorder matter within the meaning of section 19 of the Police and Justice Act 2006; or
- (f) a matter of any description specified in an order made by the Secretary of State for these purposes.

Provided always that a matter does not fall within the description of “excluded matters” contained at (a) to (c) above if it consists of an allegation that a function for which the Council is responsible has not

been discharged at all or that its discharge has failed or is failing on a systemic basis.

The Councillor who gave written notice may present the item and make representations. If the Scrutiny Panel decides not to exercise its powers in relation to the matter, it will notify the Councillor of its decision and the reasons for it. If the Panel issues a report to the Council or the Cabinet in relation to the matter it will also provide a copy to the Councillor.

- (3) There will be a standing item on the agenda of all ordinary meetings of the Scrutiny Panel which will allow for these requests to be considered. All requests will be considered alongside the current work programme for overview and scrutiny.
- (4) The Scrutiny Panel shall also respond, as soon as their its programme permits, to requests from the Council and if it considers it appropriate the Cabinet to review particular areas of Council activity. Where they do so, the Scrutiny Panel shall report its findings and any recommendations back to the Cabinet and/or Council. The Council and/or the Cabinet shall consider the report of the Scrutiny Panel at its next meeting.

## **7. REPORTS FROM THE SCRUTINY PANEL**

- (1) Once it has formed recommendations on proposals for development, the Scrutiny Panel will prepare a formal report and submit it to the Proper Officer for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- (2) If the Scrutiny Panel cannot agree on one single final report to the Council or Cabinet as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- (3) The Council or Cabinet shall consider the report of the Scrutiny Panel along with any minority report at its next regular meeting.

## **8. MAKING SURE THAT REPORTS FROM THE SCRUTINY PANEL ARE CONSIDERED BY THE CABINET**

- (1) Once the Scrutiny Panel has completed its deliberations on any matter it will forward a copy of its final report to the Proper Officer who will allocate it to either or both the Cabinet and the Council for consideration, according to whether the contents of the report would have implications for the Council's budget and its policy framework. If the Proper Officer refers the matter to Council, he/she will also serve a copy on the Leader with notice that the matter is to be referred to Council. The Cabinet will have four weeks from its consideration of the matter in which to respond to the overview and scrutiny report, and the Council shall not consider it within that period. When the Council does meet to consider any referral from the Scrutiny Panel on a matter which would impact on the budget and its policy framework, it shall also

consider the response of the Cabinet to the overview and scrutiny proposals.

- (2) Where the Scrutiny Panel prepares a report for consideration by the Cabinet in relation to a matter where the Leader or Council has delegated decision making power to another individual member of the Cabinet, then the Scrutiny Panel will submit a copy of its report to that individual for consideration. At the time of doing so, the Scrutiny Panel shall serve a copy on the Proper Officer and the Leader.
- (3) If the Cabinet member with delegated decision making power does not accept the recommendations of the Scrutiny Panel then he/she must then refer the matter to the next available meeting of the Cabinet for debate before exercising his/her decision making power and responding to the report in writing to the Scrutiny Panel. The Cabinet member to whom the decision making power has been delegated will respond to the Scrutiny Panel within four weeks of receiving it. A copy of his/her written response to it shall be sent to the Proper Officer and he/she will attend a future meeting to respond.
- (4) The Scrutiny Panel will in any event have access to the Forward Plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Scrutiny Panel following a consideration of possible policy/service developments, the relevant Panel will at least be able to respond in the course of the Cabinet's consultation process in relation to any key decision.

## **9. THE SCRUTINY PANEL WHEN ACTING IN ITS CAPACITY AS THE CRIME AND DISORDER COMMITTEE**

- (1) The Crime and Disorder Committee ("the Committee") may co-opt persons to serve on the Committee who:
  - are employees, officers or members of responsible authorities or of co-operating persons or bodies; and
  - are not members of the Cabinet .

[responsible authorities mean those bodies and persons within the meaning of section 5 of the Crime and Disorder Act 1998 namely; Colchester Borough Council, Essex County Council, Chief Constable of Essex Police, Essex Police Authority, Essex Fire and Rescue Authority and Colchester Primary Care Trust. Co-operating persons and bodies means those bodies which responsible authorities have duty to co-operate with under section 5(2) of the Crime and Disorder Act 1998 namely; Essex Probation Service]
- (2) Any co-opted persons shall not be entitled to vote on any particular matter, unless the Committee so determines
- (3) The Committee may withdraw at any time the membership of any persons co-opted to serve on the Committee.
- (4) The Committee shall meet to review or scrutinise decisions or other actions taken in connection with the discharge by the responsible authorities of their crime and disorder functions conferred by or under section 6 of the Crime and Disorder Act 1998 [namely a strategy for the

reduction of crime and disorder in the Borough and a strategy for combating the misuse of drugs in the Borough], as the Committee considers appropriate but not less than once in every twelve month period.

- (5) The Committee may require the attendance before it of an officer or employee of a responsible authority or of a co-operating person or body in order to answer questions provided the Committee has given reasonable notice of the intended date to that person(s).
- (6) Any Councillor (including those who are not members of the Committee) may give written notice to the Proper Officer that they wish an item to be included on the agenda of the Committee in relation to a “local crime and disorder matter”. If the Proper Officer receives such a notification and the matter does comprise a “local crime and disorder matter”, then he/she will include the item on the first available agenda of the Committee.

A “local crime and disorder matter” means a matter concerning:

- crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment), or
- the misuse of drugs, alcohol and other substances,

which affects all or part of the electoral area for which the Councillor is elected or any person who lives or works in that area.

- (7) The Committee once it has considered a local crime and disorder matter which has been referred to it shall consider whether or not to make a report to the Council or Cabinet and if it decides not to make a report or recommendation shall notify the Councillor concerned of its decisions and the reasons for it.
- (8) Where the Committee decides it will make a report or recommendation to the Council or the Cabinet, it will provide a copy of the report to the Councillor who referred the local crime and disorder matter to the Committee and provide copies of the report or recommendations to such of the responsible authorities and co-operating persons or bodies as it thinks appropriate.

## **10. RIGHTS OF SCRUTINY MEMBERS TO DOCUMENTS**

- (1) In addition to their rights as Councillors, members of the Scrutiny Panel have the additional right to documents, and to notice of meetings as set out in Rule 30 of the Access to Information Procedure Rules in Part 4 of this Constitution.

(Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Scrutiny Panel as appropriate depending on the particular matter under consideration.)

## **11. COUNCILLORS AND OFFICERS GIVING ACCOUNT**

- (1) The Scrutiny Panel (within their terms of reference) may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any member of the Cabinet, the Head of Paid Service and/or any officer to attend before it to explain in relation to matters within their remit:
  - (a) any particular decision or series of decisions;
  - (b) the extent to which the actions taken implement Council policy; and/or
  - (c) the performance of the service

and it is the duty of those persons to attend if so required.

The Scrutiny Panel will confine its questions to the particular issue on the agenda.

- (2) Where any Councillor or officer is required to attend a Scrutiny Panel under this provision, the Chairman of the Panel will inform the Proper Officer. The Proper Officer shall inform the Councillor or officer in writing giving at least five working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Panel. Where the account to be given to the Panel will require the production of a report, then the Councillor or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (3) Where in exceptional circumstances, the member or officer is unable to attend on the required date the Scrutiny Panel shall in consultation with the member or officer arrange an alternative date for attendance.

## **12. ATTENDANCE BY OTHERS**

- (1) The Scrutiny Panel may invite people other than those people referred to in paragraph 11 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Councillors and officers in other parts of the public sector and shall invite such people to attend.

## **13. CALL- IN OF EXECUTIVE DECISIONS**

Call-in should only be used in exceptional circumstances. These are where Councillors have evidence which suggests that the Decision Taker did not take the decision in accordance with the principles of decision making set out in Article 12.02, or the objectives of the Council's Strategic Plan or that the reasons for taking the decision were not explicitly addressed in the Decision Notice.

- (1) Call-ins will be considered by the Scrutiny Panel and may be made in relation to the following decisions:

Decision Taker	Decision Taker
Cabinet	Cabinet Member with delegated authority
Committee of Cabinet	
North Essex Parking Partnership Joint Committee	Colchester and Ipswich Joint Museums Committee
Officer with delegated authority from the Cabinet making a Key Decision	

the decision shall be published on the Council's web site, the Hub and paper copies will be placed in the Members' Room and Council reception by the close of business on the next working day. With the exception of decisions or actions taken by the North Essex Parking Partnership Joint Committee or the Colchester and Ipswich Joint Museums Committee; when the decision or action shall be published within seven (7) working days of the decision being reached or action taken, as the case may be.

- (2) The record of the decision will state the date on which it is published and will specify that the decision will come into force and may be implemented as from 5.00pm on the fifth working day after the day on which the decision was published unless within this period of time it is called-in for scrutiny.
- (3) A decision or action of the Colchester and Ipswich Joint Museums Committee may only be called in if the decision or action directly affects the Borough of Colchester. A decision or action of the North Essex Parking Partnership Joint Committee may only be called in if the decision or action directly affects off street parking in the Borough of Colchester.
- (4) Subject to (14) below, a decision may be called-in for scrutiny by any five Councillors within the five day period.
- (5) Councillors requesting that a decision be called-in for scrutiny shall complete a Call-In Form (attached at Appendix 1) either electronically or on paper and indicate one Councillor as the Lead Councillor for the call-in and send it to the Proper Officer. The other Councillors may support the call-in either by being signatories on the form or via e-mail. Both the Call-In Form and any e-mails in support shall be included within the Agenda of the meeting of the relevant Scrutiny Panel when it meets to scrutinise the decision. The Councillors requesting the call-in shall include reason(s) why the decision should be scrutinised.
- (6) No Call-In shall be valid if it relies on reasons other than the principles set out in Article 12.02 or the objectives of the Council's Strategic Plan or where the reasons for the decision were not explicitly addressed on the Decision Notice.



- (7) On receipt of a Call- In Form the Proper Officer will:
  - (a) arrange for the Call- In Form to be acknowledged in writing;
  - (b) for the Decision Taker to be formally notified in writing of the receipt of a call-in; and
  - (c) for the Chairman of the Scrutiny Panel to be informed where the Chairman is not a party to the call-in.
- (8) The Proper Officer shall call a meeting of the Scrutiny Panel on such date as he decides (where possible after consultation with the Chairman of the Scrutiny Panel) and in any event within 10 working days of the date of the receipt of a valid Call-In Form. Where the closing date of a call-in coincides with a meeting of the Scrutiny Panel, the Chairman of the Panel, shall agree whether the Call-In will be determined at that meeting (subject to (10) below), or the next available meeting. Where a delay in a Scrutiny Panel determining a Call-In would be to the detriment of the effective conduct of Council business a Call-In may be considered by an additional meeting of the Scrutiny Panel following consultation by the Proper Officer with the Chairman of the Panel.
- (9) Prior to the meeting of the Panel arranged under (8) above, the Chairman (or in whose absence the Deputy Chairman) shall arrange an informal meeting with the Lead Councillor calling in the decision and the Decision Taker to discuss the issue.
- (10) Where the call-in has been made as the result of representations from a Councillor who is not a member of the Scrutiny Panel, that Councillor will be invited to attend the informal meeting. The Proper Officer will attend the informal meeting and will within 24 hours produce a note for circulation to all parties to the meeting for approval.
- (11) Where at the informal meeting stage assurances are given by, or agreements reached with the Decision Taker, then those assurances or agreements must subsequently be confirmed in writing.
- (12) A report of any call-ins that are withdrawn as a result of an informal meeting will be included on the Agenda for the next meeting of the Scrutiny Panel.
- (13) If the call-in is not withdrawn as a result of the informal meeting or an informal meeting is not held it will go to the Scrutiny Panel. The Panel should meet within 10 clear working days of the notice of call-in. Wherever possible scheduled meetings of the Panel will be used. Where this is not possible the Proper Officer will liaise with the parties concerned and the Group Spokespersons on the Panel to arrange a special meeting.
- (14) A decision may not be called-in where the Decision Taker has previously referred a decision to the Scrutiny Panel for pre-decision scrutiny and the Scrutiny Panel has already made recommendations to the Decision Taker and those recommendations have been accepted by the Decision Taker either in whole or without significant addition or modification.

- (15) The Decision Taker and the Lead Councillor on the call-in or another signatory to the call-in shall be afforded the opportunity to confer with the Scrutiny Panel. An Officer may be invited to confer with the Scrutiny Panel. The Chairman will invite the relevant Decision Taker and the Lead Councillor on the Call-In or another signatory to the Call-In to make closing remarks prior to the Scrutiny Panel formally voting on the matter. Where the subject matter of the Call-In concerns a decision or action of the Colchester and Ipswich Joint Museums Committee or the North Essex Parking Partnership Joint Committee the relevant Member or officer of the Joint Committee shall be afforded the opportunity to confer with the Scrutiny Panel.
- (16) In order to facilitate the proper scrutiny of the decision being called-in, the Lead Councillor shall provide the Scrutiny Panel members with an outline of the case to be presented and any supporting evidence not less than three working days prior to the date of the Scrutiny Panel meeting subject always to the discretion of the Chairman of the Scrutiny Panel to agree to a shorter period or none at all. The reasons for doing so shall be reported to and agreed by the Scrutiny Panel.
- (17) Where a decision has been called-in and none of the Councillors who have called-in the decision attends, the Scrutiny Panel will have the option of confirming the decision without any further discussion.
- (18) The Chairman of the Panel shall confine the debate at the meeting to the reasons stated for the Call-In on the form.
- (19) The Panel may:
- (a) confirm the decision, which may then be implemented immediately, or
  - (b) refer the decision back to the Decision Taker for further consideration setting out in writing the nature of its concerns,
  - (c) refer the decision to full Council which will exercise the functions of the Scrutiny Panel solely in relation the decision in question;
  - (d) in relation to a decision or action of the Colchester and Ipswich Joint Museums Committee or the North Essex Parking Partnership Joint Committee, either:
    - (i) agree with the decision or action, or
    - (ii) refer the decision back to the relevant Joint Committee for reconsideration, setting out in writing the nature of its concerns.
- (20) If the decision is referred back to the Decision Taker they shall reconsider the decision and if the Decision Taker agrees with the views of the Scrutiny Panel then the decision may be implemented immediately. If the Decision Taker does not agree with the views expressed then the matter will be referred to Cabinet who will determine the matter.

- (21) In the event that the Scrutiny Panel decides not to refer the decision back to the Decision Taker or to full Council then the decision may be implemented immediately.
- (22) If the decision was referred to full Council and the Council confirms the decision, the decision may be implemented immediately.

#### **14. CALL- IN AND URGENCY**

- (1) The Call-In procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the Call-In procedure would seriously prejudice the legal or financial position of the Council or the decision relates to the commencement of a statutory consultation process. The Proper Officer together with the Chairman of the Scrutiny Panel shall certify in a notice in writing (attached at Appendix 2), that the decision of the Decision Taker shall be implemented immediately and that the Call-In procedure shall not apply to the decision for the reasons stated in the notice.
- (2) A decision made by the Decision Taker in the circumstances described in Paragraph 14 (1) above, shall be reported to the next meeting of the Scrutiny Panel for information.
- (3) Immediately following a decision made by an Officer in the circumstances described in Paragraph 14 (1) above, the record of the decision together with the Certificate of the Proper Officer shall be published on the Council's web site, the Hub and a paper copy placed in the Members' Room by the close of business on the next working day.
- (4) A decision or action taken by the Colchester and Ipswich Joint Museums Committee or the North Essex Parking Partnership Joint Committee shall be deemed to be urgent and not capable of being called-in if any delay likely to be caused by the call-in process would prejudice the Joint Committee's, the public's or a third party's interests. This will be determined by the Chairman of the Scrutiny Panel or the Monitoring Officer of the Partner Authority of the Colchester and Ipswich Joint Museums Committee or the North Essex Parking Partnership Joint Committee whose member representative is the chairman of the relevant Joint Committee who must agree both that the decision or action proposed is reasonable in all circumstances and to it being treated as a matter of urgency.

#### **15. PROCEDURE AT THE SCRUTINY PANEL MEETINGS**

- (1) Meetings of the Scrutiny Panel shall consider the following business:
  - (a) Have Your Say!
  - (b) minutes of the last meeting;
  - (c) declarations of interest;
  - (d) consideration of any matter referred to the Panel for a

- consideration following the Call-In of a decision;
  - (e) responses of the Cabinet to reports of the Panel; and
  - (f) the business otherwise set out on the agenda for the meeting.
- (2) Meetings of the Scrutiny Panel in its capacity as the Crime and Disorder Committee shall consider the following business:
- (a) Have Your Say!
  - (b) minutes of the last meeting;
  - (c) declarations of interest;
  - (d) consideration of any local crime and disorder matter referred to the Committee by a Councillor;
  - (e) responses of the Council ,Cabinet, responsible authorities, co-operating persons and bodies to reports and recommendations of the Committee; and
  - (f) the business otherwise set out on the agenda for the meeting.
- (3) Where the Scrutiny Panel conducts investigations (e.g. with a view to policy development), they may also ask people to attend to give evidence at Panel meetings which are to be conducted in accordance with the following principles:
- (a) the investigation be conducted fairly and all members of the Panel be given the opportunity to ask questions of attendees, and to contribute and speak;
  - (b) those assisting the panel by giving evidence be treated with respect and courtesy; and
  - (c) the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (4) Following any investigation or review, the Panel shall prepare a report, for submission to the Cabinet and/or Council as appropriate and shall make its report and findings public.

# REQUEST FOR CALL IN OF DECISIONS TAKEN BY THE CABINET OR UNDER DELEGATED POWERS

## Explanatory Note

This form may be used to request a call in of any decision (except urgent decisions) taken by the Cabinet or by a Cabinet Member acting under delegated powers or a Key Decision taken by an Officer under delegated powers.

This form must be signed by at least five Councillors (or by one Councillor and supported by four other Councillors via e-mail) and must be delivered to the Proper Officer within five working days of publication of the decision.

We, the undersigned, request that the following decision be scrutinised by the Scrutiny Panel for the reasons set out below:-

The decision of the Cabinet on ■ \_\_\_\_\_, 20 \_\_\_\_\_, item ● \_\_\_\_; or  
The decision contained in the Record of Decisions Taken Under Delegated Powers, Reference No. ✕ \_\_\_\_\_.

■ Insert date

● Insert minute no.

✕ Insert reference no.

Reason(s) for call in:

### Signatures

### Names in Capital Letters

1. ....

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2. ....

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3. ....

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4. ....

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5. ....

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**NB** Please tick representative to attend and present case at the Scrutiny Panel meeting.

For Office Use:

Date and time of Receipt: \_\_\_\_\_ Action: \_\_\_\_\_

SPECIAL URGENCY AUTHORISATION

(Decisions that require urgent determination made in accordance with Overview and Scrutiny Procedure Rule 14 are not subject to the call-in procedure).

I hereby certify that the decision indicated below is urgent, that executive action cannot be delayed for the usual five working day period, and it will not be possible to provide five clear days' notice of the decision to be taken.

Signed: .....

Proper Officer

Dated: .....

Signed: .....

Chairman of Overview and Scrutiny Panel

Dated: .....

TITLE OF REPORT .....

RECORD OF DECISIONS TAKEN UNDER DELEGATED POWERS - REF NO: AS .....

OR CABINET MEETING DATE: ..... ITEM NO: .....

PARTICULARS OF MATTER: .....

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REASONS FOR CONSIDERING THE MATTER TO BE URGENT

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NB: Copy of signed form to be circulated to Group Leaders and appropriate Group Spokespersons and placed in the Members' Room.