

## **PART 3 - EXECUTIVE COMMITTEE AND PLANNING COMMITTEE**

### **22. Proceedings of the Executive and Planning Committees**

#### **Procedure Rules apply**

- (1) Except as otherwise provided in these rules, all Procedure Rules applicable to Committees shall apply to the Executive Committee and Planning Committee.

#### **Attendance of Members at Executive Committee**

- (2) No substitute members shall be permitted at the Executive Committee.
- (3) Local Members may attend and speak at Executive Committee meetings, with the prior consent of the Chairman, on matters of local ward relevance.

#### **Decision making at Executive Committee/Planning Committee**

- (4) Any matter delegated to the Executive or Planning Committee shall be determined by that Committee collectively or by a Sub-Committee of the Executive or Planning Committee or any officer to whom the matter is further delegated, but no decision shall be taken by the Leader, Portfolio Holder, or any other Member acting alone.
- (5) The quorum of the Executive or Planning Committee shall be three Members.

#### **Working Parties and Panels**

- (6) Neither the Executive Committee nor the Planning Committee may co-opt any other person to be a Member of those Committees although they may invite other Members or persons to attend their meetings as they consider appropriate.
- (7) The Executive Committee and the Planning Committee may appoint Panels and Working Parties comprising members of the Committees and any other members of Council, in accordance with Rule 5, to consider any matter, including the development or review of policy and plans.

### **23. Call-in Procedure**

- (1) The Head of Legal & Governance shall make available to all Members of Council:
  - (a) a copy of the agenda for each meeting of the Executive Committee or the Planning Committee and any supporting reports in respect of all matters for determination (including monitoring reports) at least five clear working days before the date of that meeting; and
  - (b) the minutes of the Executive Committee or Planning Committee meetings as soon as possible (usually within 2 working days) after each meeting.
- (2) Decisions of the Executive Committee and the Planning Committee (other than in respect of referred planning applications) shall not have effect or be implemented for a period of 5 working days after the date of the meeting (not counting the day of the meeting and excluding weekends and Bank Holidays).
- (3) If, during the said period of 5 working days, any five Members of Council (collectively or individually) notify the Head of Legal & Governance in writing (including by email) that they wish a decision (other than in respect of referred planning applications) to be called in for scrutiny, the Monitoring Officer, in consultation with the Chairman of Council and the Chairman of the Overview & Scrutiny Committee, will check the applicability of the call-in request against the criteria set out in the protocol (contained in section 4 ). Any disagreement on the appropriateness of a call-in request be reported to Council.

- (4) If a call-in is applicable then:
- (a) unless the matter is first determined by Council, it shall stand referred to the Overview and Scrutiny Committee for consideration and recommendation;
  - (b) the recommendations of the Overview and Scrutiny Committee shall be reported to the Executive Committee or Planning Committee as appropriate; and
  - (c) no action shall be taken to give effect to a decision of the Executive Committee or Planning Committee which has been the subject of “call-in” until either:
    - (i) the Overview and Scrutiny Committee has signified its concurrence with the decision; or
    - (ii) the matter has been determined by Council.

June 2009