

**Ribble Valley Borough Council**  
**CALL-IN PROCEDURE FOR DECISIONS**  
**MADE BY COMMITTEES**

- 1 All decisions made by committees should be sent to members within two working days of the committee having met.
- 2 A decision can be called-in within 5 working days of the decision being published.
- 3 If a decision is called-in, the implementation of that decision is suspended until the Council has met unless overridden by the Emergency committee.
- 4 Five members are needed to operate the call-in procedure.
- 5 The members operating the call-in procedure must give reasons in writing specifying why the decision has been called-in.
- 6 The call-in procedure does not apply to decisions on individual planning, licensing or grant applications, or to any matter arising out of the original decision on such an application including the conduct of any appeal. It should normally only apply to decisions which are considered to be contrary to policy or not in accordance with the budget. The Emergency committee will have power to override the call-in procedure and to rule that the original decision be implemented. This power can only be exercised by a unanimous decision of the four where in their view, it is necessary to protect the interests of the Council that the original decision be implemented without delay. In order for them to decide whether or not to exercise this power, the Chief Executive shall notify them immediately of any decisions that have been called-in.

MARSHAL SCOTT  
CHIEF EXECUTIVE

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