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NP15 1GA

Tuesday, 22 December 2015

Notice of meeting / Hysbysiad o gyfarfod:

Economy and Development Select Committee

**Tuesday, 5th January, 2016 at 12.00 pm,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

AGENDA

**THERE WILL BE A PRE MEETING FOR MEMBERS OF THE COMMITTEE 30 MINUTES
PRIOR TO THE START OF THE MEETING**

Item No	Item	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	To consider a call-in in relation to the Cabinet Decision dated 2nd December 2015 'Sale of Old County Hall site, Croesyceiliog - Revised bids'. The following papers are attached for Members consideration:	
3.1.	A copy of the call-in request	1 - 2
3.2.	A copy of the Decision Log and Cabinet report	3 - 14
3.3.	A copy of the call-in mechanism	15 - 16

Paul Matthews

Chief Executive / Prif Weithredwr

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

S. Jones
S. White
D. Dovey
D. Edwards
D. Evans
B. Hayward
J. Prosser
A. Watts
A. Wintle

Public Information

Access to paper copies of agendas and reports

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Watch this meeting online

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Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

CALL IN REQUEST

1. SUBJECT:

Sale of the Old County Hall Site Croesyfelin

2. DATE OF CABINET MEETING:

Wednesday 2nd December 2015

3. CABINET DECISION:

Decision 9

4. REASON(S) FOR CALL- IN:

Don't believe but Value has been reached or achieved for the site.

5.

DATE RECEIVED: 10/12/15

6. MEMBERS CALLING-IN:

(The Chairman of a Select Committee or any three non-executive members)

Name

Ward

Frances Taylor

Unitary

[Signature]

Trelech United

[Signature]

South Wales

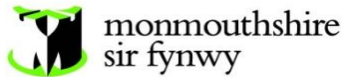
[Signature]

[Signature]

Please identify which Select Committee should hear the call in based on the reasons for the call in request

Economy - Development - Select

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**CABINET
DECISION RECORDING LOG**

DECISION DETERMINED ON: Wednesday, 2 December 2015

**DECISION WILL COME INTO EFFECT ON: Friday 11th December 2015
(Subject to “Call-in” by appropriate Select Committee)**

CABINET MEMBERS PRESENT:

County Councillors P.A. Fox, R.J.W. Greenland, E. Hacket Pain and P. Murphy

OTHER ELECTED MEMBERS PRESENT:

County Councillors D. Batrouni, R. Harris, S. Howarth, M. Powell and F. Taylor

SUBJECT: Sale of Old County Hall site, Croesyceiliog - Revised bids

DIVISION/WARD AFFECTED:

PURPOSE:

To receive a report about revised bids for the sale of the county hall site, Croesyceiliog and to resolve whether to accept the recommendations proposed by TCBC officers.

DECISION:

1. That Cabinet acknowledge the tender and negotiation process undertaken by Torfaen CBC officers to progress the sale of the county hall site and that Cabinet accepts on a “Subject to Contract” basis the offer for the purchase of its half share of the freehold interest in the former County Hall site to the preferred bidder offering the following sums depending on the eventual affordable housing scenario, with full payment being made on completion of sale.

Affordable Housing Percentage	Amount Offered for Entire Site	MCC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

2. That Cabinet authorises the Torfaen CBC Legal and Asset Management Services to negotiate detailed contract terms for the disposal of the former County Hall site and manage the conveyancing process on behalf of both landowners.
3. That Cabinet grants specific delegated authority to the Head of Operations and Head of Finance in consultation with the Cabinet member for Resources to determine any issues pertaining to the disposal of MCC’s half share of the former County Hall site that may require further executive approval.

REASONS:

Whilst the report in February 2015 delegated some decision making to senior officers in consultation with cabinet members, the change in the original bid was such that further cabinet approval is considered necessary.

4.2 Torfaen CBC has considered the report attached (appendix 1) on the 3rd November 2015. All recommendations (section 12) were approved. For the sale to proceed requires MCC cabinet approval of the recommendations above (which mirror the TCBC recommendations).

RESOURCE IMPLICATIONS:

1. Generation of a capital receipt of either £2,331,000 or £2,574,000 depending upon the affordable housing allocation on the site.
2. MCC is liable to pay 50% of the costs incurred by TCBC in the management of the sale of the site. This figure is yet to be calculated by TCBC but the cost will be netted from the capital receipt.

CONSULTEES:

SLT
Cabinet members
Estates Manager

INTEREST DECLARED

None

AUTHOR:

Roger Hoggins

CONTACT DETAILS

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Tel: Tel: 01633644134

REPORT

SUBJECT: Sale of Old County Hall site, Croesyceiliog – Revised bids

MEETING: Cabinet

DATE: 2nd December 2015

DIVISION/WARDS AFFECTED: Not applicable

1. PURPOSE

To receive a report about revised bids for the sale of the county hall site, Croesyceiliog and to resolve whether to accept the recommendations proposed by TCBC officers.

2. RECOMMENDATIONS

- 2.1 That Cabinet acknowledge the tender and negotiation process undertaken by Torfaen CBC officers to progress the sale of the county hall site and that Cabinet accepts on a “Subject to Contract” basis the offer for the purchase of its half share of the freehold interest in the former County Hall site to the preferred bidder offering the following sums depending on the eventual affordable housing scenario, with full payment being made on completion of sale.

Affordable Housing Percentage	Amount Offered for Entire Site	MCC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

- 2.2 That Cabinet authorises the Torfaen CBC Legal and Asset Management Services to negotiate detailed contract terms for the disposal of the former County Hall site and manage the conveyancing process on behalf of both landowners.
- 2.3 That Cabinet grants specific delegated authority to the Head of Operations and Head of Finance in consultation with the Cabinet member for Resources to determine any issues pertaining to the disposal of MCC’s half share of the former County Hall site that may require further executive approval.

3. KEY ISSUES

- 3.1 On the 4th February 2015 cabinet approved the disposal of the county hall site Croesyceiliog. However the preferred bidder approved by Cabinet at

that time subsequently lowered its offer so significantly that it could not readily be deemed best value without seeking comparative offers.

- 3.2 Torfaen CBC officers commenced a new tender process (details are provided in the TCBC report approved by TCBC cabinet on the 3rd November – copy attached – appendix 1).
- 3.3 The preferred bid submitted in February 2015 is provided below:

Affordable Housing Percentage	Amount Offered for Entire Site	MCC Share (50%)
20%	£4,577,000	£2,288,500
30%	£3,410,000	£1,705,000

The preferred bid following the more recent process and for which approval is now sought is:

Affordable Housing Percentage	Amount Offered for Entire Site	MCC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

The purchase price will be paid in full on completion. However, the offer is conditional on grant of an implementable planning permission as well the outcome of site investigations by the preferred bidder. Both conditions are considered to be low risk.

Under Section 123 of the Local Government Act 1972 local authorities have a duty to dispose of land for the best consideration that can reasonably be obtained at the time. The above offer is considered to readily comply with the statutory duty because it was the highest offer received under a competitive bidding process.

4. REASONS

- 4.1 Whilst the report in February 2015 delegated some decision making to senior officers in consultation with cabinet members, the change in the original bid was such that further cabinet approval is considered necessary.
- 4.2 Torfaen CBC has considered the report attached (appendix 1) on the 3rd November 2015. All recommendations (section 12) were approved. For the sale to proceed requires MCC cabinet approval of the recommendations above (which mirror the TCBC recommendations).

5. RESOURCE IMPLICATIONS:

- 5.1 Generation of a capital receipt of either £2,331,000 or £2,574,000 depending upon the affordable housing allocation on the site.
- 5.2 MCC is liable to pay 50% of the costs incurred by TCBC in the management of the sale of the site. This figure is yet to be calculated by TCBC but the cost will be netted from the capital receipt.

6. FUTURE GENERATIONS and EQUALITY ASSESSMENT

This report seeks approval for terms and conditions of sale of an asset. It has no impact upon any service nor makes any recommendations upon how the capital receipt might be used. As such a FG&E is not considered necessary.

SAFEGUARDING ASSESSMENT:

There are no safeguarding implications associated with the recommendations within this report.

7. CONSULTEES:

**SLT
Cabinet members
Estates Manager**

- 8. **BACKGROUND PAPERS:** Cabinet report on the 4th February 2015 titled 'Sale of old county hall site, Croesyceiliog'

9. AUTHORS

Roger Hoggins, Head of Operations
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DISPOSAL OF THE FORMER COUNTY HALL SITE, CWMBRAN

Report Submitted by: Lynda Willis, Chief Legal Officer and Monitoring Officer
Report Written by: Victor Mbvundula, Asset and Disposal Manager

1. Area Affected

The property is situated in Llanyrafon North Ward.

2. Purpose of Report

To update Cabinet about developments regarding disposal of the Council's freehold interest of the former Country Hall site and to recommend for Cabinet approval acceptance of an offer from a different bidder in place of the one previously accepted.

3. Key messages

- The preferred bidder approved by Cabinet on 10 February 2015 subsequently lowered its offer so significantly that it could not readily be deemed best value without seeking comparative offers.
- A new bidding process based on updated information about the site was undertaken, limited to the six parties who had submitted offers when the site was originally marketed. This included the previously approved preferred bidder.
- The offer being recommended for acceptance on this occasion is from a different bidder.
- This offer is subject to refinement when the exact affordable housing requirements (whether 20% or 30%) are confirmed and foundation designs for each plot are verified in due course.
- The material change in the information cited in the original Cabinet report in February 2015 now requires Cabinet to consider making a further decision based on the contents of this report.

4. Background

4.1 The former County Hall site is jointly owned by Torfaen County Borough Council and Monmouthshire County Council. On 10 February 2014 Cabinet agreed to accept on a "Subject to Contract" basis the offer for the purchase of its half share of the freehold interest in the former County Hall site to the bidder that had offered the following sums, with full payment being made on completion of sale.

Affordable Housing Percentage	Amount Offered for Entire Site	TCBC Share (50%)
20%	£4,577,000	£2,288,500
30%	£3,410,000	£1,705,000

- 4.2 Further, Cabinet also:
- a) Authorised the TCBC Legal and Asset Management Services to negotiate detailed contract terms for the disposal of the former County Hall site and manage the conveyancing process on behalf of both landowners.
 - b) Granted specific delegated authority to the Executive Member for Resources to determine any issues pertaining to the disposal of TCBC's half share of the former County Hall site that will require further executive approval.

5.0 Issues and Findings

- 5.1 After the above offer was accepted, the preferred bidder undertook site investigations which resulted in what the company deemed to be unforeseen abnormal costs. The preferred bidder buyer also undertook pre-application planning discussions which resulted in a net reduction of plot numbers from 178 to 167. The company then sought to adjust its offer downwards by nearly £1,000,000.
- 5.2 Part of the net price change was based on two significant parameters that had changed, namely the woodland buffer and the mechanism for draining away surface water. Both are explained in detail in paragraph 5.3 below. Suffice it to say that the changes made it difficult to make a direct comparison between the preferred bidder's revised offer and the other original offers because the working assumptions were no longer consistent. Therefore, as there was a material change in the information on which the original decision was based, fresh offers were requested from all bidders based on the re-defined parameters. This was limited to only the parties who had submitted offers originally, including the original preferred bidder, notwithstanding its submission of a "final" revised offer.
- 5.3 Altogether the following parameters were redefined in the revised bidding process:
- a) *Woodland buffer*: The buffer between the proposed development and existing woodland was reduced in light of new information. The original larger buffer had been based on the classification of the woodland as being Ancient Woodland but this was latterly proven not to be correct. The significance of this was that the buffer reduction effectively increased the developable area.
 - b) *Attenuation*: It had been confirmed that there was a definite requirement for surface water attenuation to enable controlled discharge into the sewerage system or nearby watercourse as the case might be. All but one of the bidders, including the preferred bidder, had assumed no surface water attenuation. This is a significant development cost, and accounted for about half of the price reduction sought by the preferred bidder. So it was necessary to test this aspect by having everyone re-submit bids based on their own cost estimates for this item.
 - c) *Foundations assumptions*: Uniform assumptions regarding the split across the site for different foundation types were introduced to ensure consistency of costing. (The bidders originally made different assumptions on this aspect.)
 - d) *Security for deferred payments*: That offers involving phased payments would only be considered if they offered as security offered for the deferred payment a legal charge as well as a parent company guarantee, bank bond or equivalent cash security.

- 5.4 Four out of the original six bidders submitted revised offers. The other two opted out because in the intervening period they had since started pursuing other opportunities elsewhere in Torfaen.
- 5.5 All the revised offers were higher than previously submitted in December 2014 except for the one from the original preferred bidder. But even the original preferred bidder offered more than its “final” offer that had preceded the decision to seek revised offers. However, it was the lowest offer out of all four.
- 5.6 Following appropriate scrutiny, the offer being recommended for acceptance is from a different bidder, and is set out in the table below, by affordable housing percentage scenario. Torfaen County Borough Council is entitled to 50% of the amount in each case.

Affordable Housing Percentage	Amount Offered for Entire Site	TCBC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

- 5.7 The purchase price will be paid in full on completion. However, the offer is conditional on grant of an implementable planning permission as well the outcome of site investigations by the preferred bidder. Both conditions are considered to be low risk.
- 5.8 Under Section 123 of the Local Government Act 1972 local authorities have a duty to dispose of land for the best consideration that can reasonably be obtained at the time. The above offer is considered to readily comply with the statutory duty because it was the highest offer received under a competitive bidding process.

6. Consultation

- 6.1 The Project Board comprising of senior officers from Monmouthshire County Council and Torfaen County Borough Council that is overseeing the decommissioning of County Hall was consulted regarding the decision to seek revised bids from all six original bidders. TCBC’s Head of Procurement was consulted for advice regarding the principle and process of seeking revised bids.

7. Policy Impact Assessment

- 7.1 See Policy Impact Assessment Matrix in Appendix 1.

8. Risks

- 8.1 *Planning:* The offer is subject to planning permission being granted for the developer’s proposed scheme. However, this is considered low risk since the site already allocated for residential development in the Local Development Plan. The developer submitted an indicative layout with its bid which is broadly deemed appropriate for the site. However, there will be no certainty of success in this respect until the due planning process has run its course.
- 8.2 *Change in circumstances:* There is a general risk with any disposal that the prospective buyer can withdraw from the transaction for a variety of reasons such

as changes in financial, economic or legal circumstances.

9. Action to be taken following decision

- 9.1 If the recommendation of this report is approved the following steps will be taken:
- All the bidders will be formally notified of the outcome regarding their respective offers.
 - Detailed contract negotiations with the new preferred bidder will be undertaken.
 - Solicitors will be instructed to undertake the conveyancing of the freehold interest; completion will depend on conditions to which the offer is subject being met.

10. Measure of success

- 10.1 Because the site is surplus to the Council's requirements its disposal will contribute to the Council's corporate priority of *"Using resources wisely, to include maintaining the highway infrastructure and reducing energy consumption and waste"*.

11. Conclusion/summary

- 11.1 Following a downward revision of the original preferred bid for the former County Hall site a fresh bidding process was undertaken but limited to only the six parties that had originally made offers. Some aspects of the tender guidance were amended. Four out of the six original bidders submitted revised offers based on the amended parameters; the other two declined the opportunity. The original preferred bidder's revised offer turned out to be the lowest so an offer from a different bidder is being put forward in this report for acceptance.

12. Recommendation(s)

- 12.1 That following receipt of revised bids, Cabinet accepts on a "Subject to Contract" basis the offer for the purchase of its half share of the freehold interest in the former County Hall site to the preferred bidder offering the following sums depending on the eventual affordable housing scenario, with full payment being made on completion of sale.

Affordable Housing Percentage	Amount Offered for Entire Site	TCBC Share (50%)
20%	£5,148,000	£2,574,000
30%	£4,662,000	£2,331,000

- 12.2 That Cabinet authorises the TCBC Legal and Asset Management Services to negotiate detailed contract terms for the disposal of the former County Hall site and manage the conveyancing process on behalf of both landowners.
- 12.3 That Cabinet grants specific delegated authority to the Deputy Leader, as executive portfolio holder for Resources and Governance, to determine any issues pertaining to the disposal of TCBC's half share of the former County Hall site that may require further executive approval.

Appendices	1. Appendix 1 – Policy Impact Assessment Matrix
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Background Papers	<p>Note: Members of the public are entitled, under the Local Government Act 1972, to inspect background papers to reports. The following is a list of the background papers used in the production of this report.</p> <p>Cabinet Reports dated: 12 July 2011; 25 March 2014; 10 February 2015</p>
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<p>For a copy of the background papers or for further information about this report, please telephone: Victor Mbvundula, Asset and Disposal Manager Telephone 01495 742899; Email victor.mbvundula@torfaen.gov.uk</p>

Appendix 1 Policy Impact Assessment Screening Matrix

Project/Activity	Disposal of the former County Hall site		
Project Manager:	Victor Mbvundula	Appraiser:	Victor Mbvundula
		Date:	20 October 2015

Theme	Criteria	Type of impact	Significance of impact	Notes
		Positive + Negative – None NA	High H Low L	
Resource Implications	Legislation	N/A		Disposal of the site will generate a significant capital receipt for the Council.
	Finance	+	H	
	Communication	N/A		
	Employees	N/A		
	Partnership/Collaboration	N/A		
Health	Physical Health	N/A		
	Mental Health	N/A		
	Healthy Lifestyles	N/A		
Education	Educational Attainment	N/A		
	Basic Skills	N/A		
	Continuous Learning	N/A		
Housing	Good Quality Housing	+	H	Disposal of the site will enable residential development, subject to planning permission.
	Homelessness	+	H	
	Affordable Housing	+	H	
Economy	Poverty	N/A		
	Employment	N/A		
	Business	N/A		
	Community Enterprise	N/A		
Equality	Age	N/A		
	Disability	N/A		
	Gender	N/A		
	Marriage & Civil Partnership	N/A		
	Pregnancy & Maternity	N/A		
	Race	N/A		
	Religion & Belief	N/A		
	Sexual Orientation	N/A		
	Welsh Language	N/A		
	Group not achieving equality of service	N/A		
Human Rights	N/A			
Safer Communities	Crime	N/A		
	Anti Social Behaviour	N/A		
	Safety of area or people	N/A		
Transport	Public	N/A		
	Private	N/A		
	Walking / Cycling	N/A		
Built Environment	Local Distinction & Heritage	N/A		
	Waste & Recycling	N/A		
	Energy / Water Efficiency	N/A		
Pollution	Air / Water / Ground	N/A		
Natural Environment	Climate Change	N/A		
	Animal / Plant Species	N/A		
	Habitat / Landscape	N/A		



CALL-IN MECHANISM

Call-in

(a) When a decision is made by the executive, an individual member of the executive or a committee of the executive or an area committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within two days of being made. All members will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

(b) That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of five clear working days after the publication of the decision, unless a select committee objects to it and calls it in.

(c) During that period, the proper officer shall call-in a decision for scrutiny by the committee if so requested by the chairman or any three non-executive members and shall then notify the decision-taker of the call-in. He/she shall call a meeting of the committee on such date as he/she may determine, where possible after consultation with the chairman of the committee, and in any case within fifteen working days of the publication of the decision.

(d) If, having considered the decision, the select committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred to the decision maker they shall then reconsider, amending the decision or not, before adopting a final decision.

(e) If following an objection to the decision, the select committee does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the select meeting, or the expiry fifteen working days, from the publication of the decision, whichever is the earlier.

(f) If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the executive as a whole or a committee of it, a meeting will be convened to reconsider within ten clear working days of the Council request. Where the decision was made by an individual, the individual will reconsider within ten clear working days of the Council request.

(g) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

EXCEPTIONS

(h) In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:

- i) only decisions involving expenditure or reductions in service over a value of £10,000 may be called in;
- ii) three members of the council are needed for a decision to be called in;

CALL-IN AND URGENCY

(i) The call-in procedure set out above shall not apply where the decision being taken by the executive is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The Head of Paid Service or his/her nominee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

(j) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.