
Changes to the call-in procedure

Extract from Part 4, Section 1 - Standing Orders

(changes shown in bold, italic text, deletions struck through)

Call-in Protocol

- 8.26 The call-in mechanism is an important part of a short decision-making process and the role of select committees in calling-in a proposal before it is finalised is to test the merits of the proposal, consider the process by which the proposal has been formulated and to make recommendations to the Cabinet Member. Select committees may call-in any proposal by the Cabinet or a cabinet member, an executive decision by a county local committee (CLC) or a key decision proposed by an officer. The only exception is any decision taken under the urgent action procedure.
- 8.27 Once a proposed decision is published in the Executive Decision Database (EDD), members are encouraged to read the reports and the relevant background papers if considering making a call-in request.
- 8.28 A member wishing to request the call-in of a proposed decision must notify the statutory Scrutiny Officer by, at the latest, 5 p.m. on the seventh working day (fifth day for CLC decisions) after the proposal is published via the EDD. The request must be supported by four (including the requester) members of the County Council. The request should be in writing (which includes e-mail), should contain the reason for the request and the outcome being sought. The decision whether to call-in a proposed decision will be taken by **the Monitoring Officer or Deputy Monitoring Officer** ~~the members of the relevant Select Committee's Business Planning Group (BPG).~~
- 8.29 If a call-in request is received, the call-in period will end at 5 p.m. on the eighth working day (sixth working day for a CLC decision) after the publication of the proposal in the EDD (subject to, for example, bank holidays). If a call-in request is not accepted by the BPG the proposal will take effect at the end of the call-in period i.e. on the ninth working day after publication (seventh for CLC decisions).
- 8.30 If a call-in request is not received, the proposal will take effect on the eighth working day after publication (sixth for CLC decisions), as the call-in deadline was 5 p.m. on the seventh working day (fifth working day for CLCs).
- 8.31 A call-in request will be determined by the ~~appropriate Select Committee's BPG,~~ which will have regard to the advice of the Monitoring Officer, **or in their absence, the Deputy Monitoring Officer**. ~~BPG members who are signatories to the call-in request may not also be party to the BPG's consideration of that request.~~ The key factors in determining whether to accept a call-in request are whether:
- (a) The item has already been considered by the relevant Select Committee;
 - (b) Significant new information has become available since previous Select Committee consideration;

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- (c) It is a decision that the Committee can or would expect to preview;
 - (d) A delay in making the decision would be likely to significantly damage the interests of the County Council.

8.32 ~~The decision of the BPG may be by majority if a unanimous view cannot be reached. Where there is no majority view the Select Committee Chairman's view will prevail.~~

8.32 If a call-in request is received, the **Monitoring Officer or Deputy Monitoring Officer** Chairman of the BPG must notify the statutory Scrutiny Officer in writing (which includes e-mail) by no later than 5 p.m. on the eighth working day (sixth day for CLC decisions) after the publication of the proposal via the EDD, of the intention to call-in the proposal and of any requirement for Cabinet Member, CLC Chairman and/or officer attendance. If a decision is taken not to call-in the item, then the **Monitoring Officer or Deputy Monitoring Officer** will confirm this in writing to the statutory Scrutiny Officer and the call-in requester by the deadlines set out above explaining the reasons for the rejection, which will also be published on the next set of Committee papers. See paragraph 5.11 for when decisions will take effect following a call-in.

8.33 *The Monitoring Officer's decision and the reasons for it will be included in the next Select Committee agenda.*