



MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE

Committee Report

Public

Date of Meeting: 15th August 2002

Title: A DRAFT PROTOCOL FOR CALL-INS

Report of: Town Clerk and Chief Executive

Report reference: TC.152/02

Summary:

Following a recommendation of the Infrastructure Overview and Scrutiny Committee, this report brings forward a draft protocol for calling in an Executive decision. It is intended that the protocol will bring greater transparency to both the process for calling in a decision and the discussions in the meeting itself.

Recommendations:

That Members consider the draft protocol, suggest amendments where necessary and approve the protocol for introduction.

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1. Introduction

The last meeting of the Infrastructure Overview and Scrutiny Committee was a special meeting to consider a called-in decision. During the course of the meeting, the Committee recommended that a protocol be drawn up to make the call-in process a more transparent one. In particular, it was suggested that members exercising their right to call-in should be able to specify the reasons for calling in a given decision. It was hoped that this would assist members of the Committee and the Executive in preparing for the call-in meeting and help to ensure that the meeting was an efficient and effective one.

2. The Process for Adopting the Protocol

The final page of this report forms the draft proposed protocol. This protocol was originally drawn up in consultation with Committee Services and Tim Nicholson, the Head of Legal Services. It has also been circulated to the Chairs and Vice-chairs of all the Overview and Scrutiny Committees for comments.

Depending on the Management Committee's comments and recommendations, the protocol will be introduced. If the protocol then proves to be successful, it is possible that it may be incorporated into the constitution at a later date.

3. Use of the Protocol

Although the use of the protocol will be voluntary, members will be strongly encouraged to use it wherever possible. The form can be used by members to call in a decision and, as stated on the form, it must be handed in to Committee Services within the 5-day period after the publication of the decision.

Whether or not the form is used by a member to call in a decision, the intention is that the form would be completed and circulated with the agenda for the call-in meeting. In this way, all those due to attend the call-in meeting will have some forewarning of the concerns of the O&S member(s) who called in the decision. As the note at the top of the protocol stresses, the reasons given by members for calling in a decision will not confine the areas of questioning which can be explored in the meeting.

If adopted, the form will be made available in hard copy from Committee Services and also in electronic format within the public folders system.

4. Recommendations

That Members consider the draft protocol, suggest amendments where necessary and approve the protocol for introduction.



Overview and Scrutiny Committees Call In Protocol

This voluntary protocol is intended to make the call in process a more useful and transparent one. If you use this form to call in a decision, please hand it to a member of the Committee Services section.

It is intended that this form is always completed and circulated with the agenda for the call-in committee meeting. Wherever possible, members are asked to detail the reasons for the call in to ensure that the call-in meeting is as efficient and effective as possible. Please note that the reason(s) given by member(s) for calling in a decision are illustrative and are intended to assist members and officers in preparing for the committee meeting. The reason(s) given do not confine the areas of questioning which committee members may pursue when examining the decision.

O&S Committee

Date of Decision's Publication

Date Called In

Decision Called In

Portfolio Holder(s)

Reasons for Call In

Member(s) Calling Decision In

Signature(s)