

**REVISED APPENDIX 5 TO PAPER F103 (AGENDA ITEM 7 REFERS)**

**BABERGH DISTRICT COUNCIL  
PROTOCOL FOR USE OF CALL-IN PROCEDURE**

There are five key functions for overview and scrutiny:

- Holding the Strategy Committee to account;
- Policy Review;
- Policy Development;
- Best Value;
- External scrutiny.

These functions are carried out either by looking at individual decisions or whole policies and strategies. Councillors can develop new policies and look at service delivery through Best Value reviews and performance management information. Issues can be investigated in depth (in which case a Planning Assessment Sheet should be drawn up as a first step), or be looked at over one meeting, or be for information only.

Members of the Overview and Scrutiny Committees also have the right to call in a decision. This means they may seek to challenge a Strategy Committee decision before it is implemented and ask the Strategy Committee or Council to reconsider.

These are the criteria against which the Council expects any request for call-in to be judged. The call-in procedure applies to all decisions made by the Strategy Committee.

Members should refer to the Overview and Scrutiny Procedure Rules referred to in Part 4 of the Constitution, with particular reference to Paragraphs 38 to 42

The Council does **NOT** expect Members to call in a Strategy Committee decision **UNLESS** one or more of the following circumstances applies –

- the decision appears to give rise to significant legal, financial or propriety issues;
- the decision appears to be contrary to the Budget or one of the policy framework plans or strategies;
- the decision appears to be inconsistent with any other form of policy approved by Council or the Strategy Committee;
- the decision appears to be inconsistent with recommendations previously made by an Overview and Scrutiny Committee and accepted by Council or the Strategy Committee;
- the Strategy Committee appears to have overlooked some relevant consideration in arriving at its decision;

- the Strategy Committee appears to have failed to consult relevant stakeholders or other interested persons before arriving at its decision; or
- the decision in question having regard to the above criteria has already generated particular controversy amongst those likely to be affected by it or, in the opinion of Members, it is likely so to do.

In addition, the Council expects Members to satisfy themselves, before deciding to call in a particular Strategy Committee decision that the delay which will ensue, as a consequence of calling in the decision in question, is unlikely to cause prejudice to the interests of the Council or third parties.