

PART 4 - SCRUTINY PROCEDURE RULES

Extract from page 8 of the Rules, with tracked change

16. Call-In

The decision records in respect of all Executive meetings or Committees of the Executive; including decisions of the Council acting as Charitable Trustee, Area Committee Executive decisions, Individual Cabinet Member decisions and Officer Key Decisions will normally be published within two days of the meeting and copies will be made available to each member of the Council and to the statutory education representatives. Members wishing to call-in such a decision for scrutiny must do so by 4.00 p.m. up to 4 working days following notification of the Executive decision(s)

Any decision not called in for scrutiny by that deadline will come into force and may then be implemented.

Five Members, including two from the relevant Scrutiny Committee, must give notice to call-in a decision for scrutiny. Notice of call-in must be submitted to the Director of Legal and Governance and Head of Policy and Partnerships Elections, Equalities and Involvement (as Lead Scrutiny Officer) who will record the date and time of receipt of such notice. Not more than two notices of call-in will be accepted for any individual decision, but other Members may be able to register an interest in the item with the relevant Scrutiny Committee Chair.

The relevant Scrutiny Committee to consider the decision is indicated on the front sheet of each report submitted to the Executive, Committee of the Executive or individual Cabinet Member. A proforma produced in respect of calling in a decision shall be signed by the five Members. Telephone calls, e-mail or fax messages from Members shall be accepted for call-in purposes but these shall be required to be supported by a signed statement from the Member(s) concerned before the item is considered by the Scrutiny Committee.

The statutory education representatives can call-in items relating to education functions using the same process as for members of the Council as set out above.

Any decisions that are called-in for scrutiny will, following consultation with the Chair and Deputy Chair of the relevant Scrutiny Committee, be placed on the agenda for the next available meeting of the Committee, or if necessary, an extraordinary meeting of the Scrutiny Committee will be called to consider the item.

The appropriate Executive Director, Head of Service and Cabinet Member will, as soon as practicable, be notified that the decision has been called in for scrutiny and of the date of the meeting at which the decision will be scrutinised.

PART 7 – MANAGEMENT STRUCTURE AND STATUTORY/PROPER OFFICERS

Extract from page 23 of Part 7, with tracked change

Local Government Act 2000	Description	Proper Officer
Section 9FB	Officer designated to carry out the functions of Scrutiny Officer	Head of <u>Policy and Partnerships</u> Elections, Equalities and Involvement
The Local Authorities (Standing Orders) (England) Regulations 2001	Description	Proper Officer
Schedule 1, Part 2, Paragraphs 5 and 6	Officer responsible for receiving notification of proposed appointment or dismissal of certain officers, notifying executive members of that proposed appointment or dismissal and for receiving and notifying of objections to the proposed appointment or dismissal	Director of Human Resources
Local Authorities (Referendums) (Petitions) (England) Regulations 2011	Description	Proper Officer
Regulation 4(1)	Officer who publishes the number that is equal to 5 per cent of the number of local government electors for the authority's area	Director of Legal and Governance / Electoral Services Manager