

## Protocol for Call-in

Item	Guidance Description	Notes
1.	Chair to seek a proposer and a seconder for agreement of the attached Call-in protocol. Committee members to vote on the proposed protocol.	
2.	<p>Chair to introduce the Call-in and the Committee to agree the scope of the Call-in based on the points made in the Call-in Notice:</p> <ol style="list-style-type: none"> <li>1. The cabinet was not presented with all the information required in order to make an informed and sound decision. Whilst this area of land is owned by the HRA and the cabinet report describes it as “suitable for housing”, it is also an important and well-used open space within Elmswell village. It is not clear that, in the current planning policy context, and in the light of the very recent development control committee decision on application DC/22/03423 (also in Elmswell) that a planning application for housing on this site would be successful in gaining permission.</li> <li>2. The risk matrix grid on page 146 of the cabinet papers described the likelihood of the site not gaining permission as (2) and the impact as (3) and recommends in mitigation that “thorough engagement with all stakeholders throughout the design and planning process.” However, no information was presented as to whether any engagement had taken place with development control to support this assessment of the risk.</li> <li>3. No sequential test or supporting information was presented to cabinet to validate the selection of this site above any other site or sites in the district for exemplar housing, other than that this is a large site within the ownership of the HRA. Other possibilities that had not been considered include: a district-wide call for sites to deliver an exemplar scheme, which may have brought forward more sustainable alternative sites in community or private ownership, or a land-swap within Elmswell which could provide an alternative location for the exemplar housing scheme, whilst keeping this site available for future education provision in Elmswell which is the community’s clearly stated intention.</li> </ol>	

3.	Once the scope has been agreed <b>the Lead Signatory</b> will present the reason for the Call-in and why the Committee should scrutinise the decision, this will be up to a maximum of <b>10 minutes</b> which the clerk will time. (The Lead Signatory may choose to call other councillors from those listed on the Call-In notice, but the maximum amount of time will remain ten minutes collectively)	
4.	The Chair will then ask the <b>Cabinet Member (s)</b> to present the reason (s) why the decision was taken by Cabinet (this will be no greater than <b>10 minutes</b> )	
4.1	The Chair to invite <b>Committee Members</b> to ask questions of the Lead Signatory and the Cabinet Member(s) for further information.	
4.2.	The Chair to invite <b>Committee Members</b> to ask questions of officers and other Members of Cabinet (if present)	
4.3.	The Chair to invite <b>Committee Members</b> to ask further question in light of new information provided.	
4.4	The Chair to invite the <b>Cabinet Member(s)</b> followed by the Lead Signatory to provide a summary of the respective cases (Allowing each summary 5 minutes)	
4.5	<b>Members of the Cabinet and Lead Signatory to leave the meeting.</b>	
4.6	<p>The Committee will then be asked to debate the issue and take one of the following courses of action: -</p> <p>(1) Refer the matter back to the Cabinet for reconsideration, together with the observations of the Overview and Scrutiny Committee. Cabinet will then take a final decision and that decision cannot be called in.</p> <p>(2) Seek the advice of the Monitoring Officer as to whether the decision is contrary to, or not wholly in accordance with the policy framework or the budget and if applicable refer the matter to full Council for a final decision.</p> <p>(3) That the decision be upheld and implemented immediately.</p> <p>In each case setting out in writing the nature of its concern.</p>	

<b>4.7</b>	There will be a vote given the reason for the Overview and Scrutiny Committee's decision (if the Cabinet Members have indicated that they are prepared to take the matter back to the Committee that will be noted and referred to together with the reason)	
<b>4.8</b>	The Chair of the Overview and Scrutiny Committee will have the discretion to operate the above process flexibly where it is considered that changes would be conducive to the effective performance of the Scrutiny role.	
<b>4.9</b>	Any motion must be proposed and seconded and only one motion can be debated at a time. When the debate has finished the motion will be put to the vote.	
<b>4.10</b>	Individual Councillors can ask for their own vote to be recorded and this will be noted by the Clerk. If Committee request a recorded vote this will need to be proposed and seconded and supported by up to three or more councillors.	
<b>5.</b>	Once motions have been agreed the meeting will close.	