

## Protocol for Call-in

Item	Guidance Description
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> <p><b>“This decision ignores the substantial weight of evidence gathered by the council's own 'engagement exercise' and by the petition organised by Cllr Clover (validated and noted by Full Council on 20 February 2024). Several letters of objection have been submitted by town and parish councils and individual councillors, and BDC councillors in Hadleigh and Sudbury carried out opinion surveys on the matter which revealed a substantial majority of car park users and businesses opposed to the proposals. The O&amp;S committee recommended that Cabinet consider its decision in the light of concerns raised at its meeting of 18 March 2024. But the proposals submitted to Cabinet on 08 April 2024 were almost entirely as originally conceived, showing no substantive change in response to representations by councillors (both district and town/parish) or by the O&amp;S committee itself.</b></p> <p><b>We therefore believe that the O&amp;S committee should meet to consider whether principles of good decision-making have been breached in this instance.”</b></p>
3.	Once the scope has been agreed the <b>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 <b>Lead Signatory</b> and the <b>Cabinet Member(s)</b> for further information.
4.2.	The Chair to invite <b>Committee Members</b> to ask questions of <b>officers</b> and other Members of Cabinet (if present)
4.3.	The Chair to invite <b>Committee Members</b> to ask further questions in light of new information provided.
4.4	The Chair to invite the <b>Cabinet Member(s)</b> followed by the <b>Lead Signatory</b> to provide a summary of the respective cases (Allowing each summary <b>5 minutes</b> )
4.5	<b>Members of the Cabinet and Lead Signatory to leave the meeting.</b>

<p><b>4.6</b></p>	<p>The Committee will then be asked to debate the issue and take one of the following courses of action: -</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(3) That the decision be upheld and implemented immediately.</li> </ul> <p>In each case setting out in writing the nature of its concern.</p>
<p><b>4.7</b></p>	<p>There will be a vote on the Overview and Scrutiny Committee's decision. 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.</p>
<p><b>4.8</b></p>	<p>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.</p>
<p><b>5.</b></p>	<p>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.</p>
<p><b>6.</b></p>	<p>Once motions have been agreed the meeting will close.</p>