

Appendix A

REVIEW & REFRESH OF CALL IN PROCESS

Proposed Revision	Comment	Outcome/Benefit
1. O&S Procedure Rule 9(d) . Revise the Call In Trigger to: Any 5 Members OR any 4 Members provided they are not all from the same political group.	This is a proposed change to current arrangements. Current trigger is any 7 Members or 5 Members provided they are not from the same political group.	Ensure non Exec Members are able to exercise their democratic right to Call In. Lowering of the threshold reflects the reduction of Members (from 63 to 55) eligible to trigger Call In following the Boundary Commission Review.
2. O&S Procedure Rule 9(d) The Monitoring Officer will rule on the validity of the Call In.	This provides clarity on current arrangements. The Constitution states that to trigger Call In the correct form must be "satisfactorily completed and delivered to the proper officer". Where the form has not been completed in accordance with the Call In protocol or the reasons for Call In are unclear, vexatious or frivolous the Monitoring Officer may reject the Call In.	Officers would not wish to interfere with Members exercising their democratic right to Call In a decision. However, if allowing the Call In to go ahead does not demonstrate good governance e.g. non-compliance with the process, uncertainty over reasons for call in etc - it may be rejected. The Call In period allows 7 working days for Members to seek advice and guidance to ensure the form can be completed correctly and meet the requirements – there is no proposal to reduce this timescale
PROPOSED CHANGES TO CALL IN PROTOCOL		
3. Section 7 . Each decision called in should be supported by a separate Call In form.	This clarifies current guidance. Previously 2 decisions have been included on one Call In form.	Provides clarity and avoids confusion during debate. Each issue is considered on its own merits and considered separately.
4. Section 9 Members must clearly state the reasons why and how they believe the decision is inconsistent with the principles of decision making detailed in the Constitution.	This strengthens current guidance and supports OSMC's recommendation of 23 rd January 2015 that Members must demonstrate "clear and explicit reasons for triggering Call In".	This will ensure greater clarity at the Call In meeting. Ensures focus on improvements to the decision making process, service delivery and outcomes for the public.
5. Section 12 . Call Ins will be considered at an extraordinary meeting of OSMC (rather than being included as an agenda item at an ordinary meeting).	This is a proposed change to current arrangements. If an ordinary meeting is scheduled the Call In meeting could begin immediately before or after a scheduled meeting.	Raises the profile of the meeting. Enables the Chair to manage the meeting more effectively and give sufficient time to consider all items of business.

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6. Section 13 Any requests to allow individual's with specific knowledge to speak should be made to the Chair 3 days prior to the meeting.	This is additional guidance to assist the Chair in effectively managing the meeting. The term "expert witnesses" has been changed to "individuals with specific knowledge" as this better reflects these attendees.	Supports better management of the meeting. Avoids any confusion amongst those in attendance, and ensuring there is an opportunity for OSMC to consider a wide range of views.
7. FAQs 2 Chair or Members of OSMC may not trigger the Call In and participate as a member of the Committee.	This amends current guidance. This ensures there is a clear demarcation between a Member triggering a Call In and their role on the Committee.	This would ensure greater transparency and accountability within the process. The Committee can conclude its business based on the evidence received.
8. Call In Form Section 2 Calling In a decision previously considered by OSMC.	This re-emphasises current guidance. Members wishing to Call In a decision previously considered by OSMC should identify why it should be reconsidered e.g. new evidence available, issues not taken into account at initial meeting or the proposals have changed.	This would avoid duplication of Member/Officer time. Helps avoid undermining the value of Scrutiny. Enables the meeting to focus on the specific areas of concern.
9. Call In Form Sections 3,4 and 5 Providing the date of any contact with the Cabinet Member, Officer and Chair of OSMC prior to Calling in the decision.	This is a proposed change to the Call In form. This provides a record of when concerns or issues have been raised. It should be noted that there may be occasions where it has not been possible to raise these concerns e.g. Cabinet Member on holiday or ill etc.	By providing the date of any communication or correspondence Members are clear that concerns have been raised and the relevant Cabinet Member(s), Scrutiny Chair and officer(s) have been contacted.