Report of the Service Director
Legal and Democratic

Agenda Item No:
Meeting: 12 May 2010

NORTH LINCOLNSHIRE COUNCIL

COUNCIL

CONSTITUTION AND GOVERNANCE ISSUES

1. OBJECT AND KEY POINTS IN THIS REPORT

1.1 To propose changes to the Constitution in relation to the council's current working arrangements.

1.2 To finalise a name change for Crowle Town Council in accordance with the council's community governance role.

2. BACKGROUND INFORMATION

2.1 The Local Government Act 2000 requires the council to adopt a Constitution. The Constitution is a "living document" which requires frequent amendment to keep up with changes made by the council to its management structure and procedures.

2.2 The council has a community governance role as regards town and parish councils in its area.

3. OPTIONS FOR CONSIDERATION

3.1 The Constitution has been amended on a number of occasions since it was first adopted.

3.2 It is now necessary to consider changing the Constitution in a number of aspects as set out below.

3.3 It is also necessary to finalise a request from Crowle Town Council in connection with the council's community governance role.

Constitution

3.4 As regarding council proceedings it is proposed that motions and amendments (other than those which can be moved without notice) coming before the council for discussion should be subject to a requirement that the mover and seconder are identified when notice is given. Failure to do so will result in that motion or amendment not appearing on the Council agenda or order paper. Such a change requires a number of amendments to the Procedure Rules as set out in the extracts attached to this report.

3.5 Issues have arisen at recent meetings regarding the distribution of motions or amendments at council meetings. Members' attention is directed to Procedure Rule D1.19 (Rules of Debate) which requires a written copy to be circulated to members present immediately upon the mover commencing his/her speech.

3.6 It is proposed to change the terms of reference of the Safer and Stronger Communities Scrutiny Panel and the Economic Development and Corporate Issues Scrutiny Panel to enable the latter to deal with environmental issues. Details are set out in the attached appendix.

3.7 At the present time Overview and Scrutiny Panels may call-in eight executive decisions in total in any six month period. It is not proposed that this should change, but that the six month period(s) should be more clearly defined as detailed in the attached appendix.

Community Governance

3.8 At the council meeting on 23 September 2009 the council agreed to a request from Crowle Town Council under Section 75 of the Local Government Act 1972 for a change in name to Crowle and Ealand Town Council.

3.9 The council agreed to the request subject to appropriate public consultation.

3.10 Discussions were undertaken with ward members and the Town Council arranged for notification of the proposal to appear in the local paper, the local newsletter and on the website and in addition posters were placed around Crowle and Ealand. I have been advised by the Clerk that no adverse comments have been received.

3.11 Accordingly council is now asked to formally agree the name change following which notification will be given to the Secretary of State, the Director General of Ordnance Survey and the Registrar General as well as local publicity.

4. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

4.1 There are no staffing, financial, property or IT implications associated with this report.

5. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

5.1 Changes to the council's Constitution must be approved by the council in accordance with the Local Government Act 2000. To change the name of a Parish the requirements of the Local Government Act 1972 must be followed.

6. OUTCOMES OF CONSULTATION

6.1 The proposed changes to the Constitution are as a result of changed working arrangements/procedures. The Ward Members have been consulted about the change of name of Crowle Town Council and have raised no objections.

7. RECOMMENDATIONS

7.1 To agree the changes outlined in paragraphs 3.4, 3.6, 3.7, and 3.11 above.

7.2 To approve the request for a name change from Crowle Town Council and carry out the requisite steps.

SERVICE DIRECTOR LEGAL AND DEMOCRATIC

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22 April 2010
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Background papers used in the preparation of this report - The Council's Constitution.

references to the Mayor include the Chairman of Committees and Sub Committees.

D1.12 QUORUM

The quorum at meetings of the Council will be one quarter of the whole number of members.

D1.13 EXCEPTED ITEMS/RIGHT TO SPEAK

All motions (other than those specified in Rules D1.16 and D1.20) on business set out in the Council Summons shall be moved by the Majority Group.

Any member of the council wishing to move an amendment in respect of any such business shall notify the Service Director Legal and Democratic of his/her intention in writing signed by the member ~~**or the Group Secretary**~~ **and seconder** not later than 10.30 a.m. on the working day preceding the council meeting and any such items shall be referred to as excepted items.

The relevant Group Secretary shall inform the Service Director Legal and Democratic of all members who wish to speak on any business with the exception of that mentioned in Rule 1.04(a) (viii) not later than 2.00 pm on the working day preceding the council meeting.

No other member shall speak on any such business except that the Mayor in his or her absolute discretion may permit any other member to speak without the need for notice but any such speech shall be limited to two minutes.

D1.14 MANNER OF DEALING WITH COMMITTEE MINUTES AT COUNCIL MEETINGS

(a) Minutes of committees shall be dealt with in the order in which they appear in the Council Summons.

(b) The approval and adoption of minutes shall be moved by (1) the Chair, or failing him/her; (2) any member of the Committee, or failing them (3) any Member of the Council who shall move "that the minutes of the ……. committee be received and the recommendations made therein be approved and adopted save for excepted items".

(c) After the minutes of a Committee have been moved in accordance with (b), the procedure shall be as follows:

(i) Excepted items shall be considered in the minute number order in which they appear in the minutes of Committees provided that this order may be varied by the consent of the Council given by show of hands without debate. The Mayor may take two or

D1.16 NOTICES OF MOTION

(a) All notices of motion shall be given in writing to the Service Director Legal and Democratic and shall be dated and numbered as received, and open to the inspection of every member of the Council.

(b) The Service Director Legal and Democratic shall, if requested by a member giving notice of a motion or an amendment thereto, advise as to the legality and form of the motion or amendment and assist in its preparation.

(c) Every motion must relate to some matter in which the Council have powers or duties or which affects or may affect the area of the Council, its inhabitants or visitors.

(d) Notices of motion must be given in writing to the Service Director Legal and Democratic at least nine clear days before the relevant meeting and must be signed by the **mover and seconder** ~~**member(s) giving the notice or the relevant Group Secretary**~~**.** Notices of motion may only be given for the council meeting immediately following the date of the notice.

(e) Not more than three notices of motion shall be listed for any council meeting. Each of the two political groups on the council shall be entitled to have one notice of motion at each council meeting. Priority shall be given to each group on an alternating basis i.e. if the first notice of motion to be listed for one council meeting is from ~~**a**~~ member**s** of the majority group a notice of motion from ~~**a**~~ member**s** of the opposition group shall be listed first at the following meeting and vice versa.

Additionally at any ordinary council meeting there will be the opportunity for one of the members who is not within a political group on the council to submit a notice of motion on a rota basis. **A member taking up this opportunity will need to arrange for the notice of motion to bear the name of a seconder in accordance with (d) above**. If the appropriate member on the rota does not wish to submit a motion it shall not be permissible for either of the remaining members to put a motion forward to that meeting by way of substitution.

(f) So far as possible the Mayor or other person presiding at the meeting shall permit a period not exceeding 20 minutes for discussion of each notice of motion. Notwithstanding anything contained in council procedure Rule 1.07 the Mayor or other person presiding at the meeting shall permit the mover of the original motion a right of reply at the end of any such debate or at the end of the 20 minute period and prior to the vote being taken.

(g) If a motion set out in the Summons is not moved **or seconded** by the **named** member**s** who gave notice of it, it may be moved **or seconded** by some other member on their behalf. Any motion not moved at the meeting at which it appears upon the Summons shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

(h) If the subject matter of any such motion comes within the province of any Committee or Committees, it shall, upon being formally moved and seconded, stand referred without speech or debate, to such Committee or Committees for consideration and report, provided, however, that if in the Mayor's opinion it is a matter of urgency, the Mayor may allow the motion to be dealt with at the meeting unless the motion would, if carried, have the effect of materially increasing the expenditure or reducing the revenue of a committee, or would involve capital expenditure.

D1.17 AMENDMENT OR ALTERATION OF A MOTION

(a) A member **(being the mover of a motion)** may with the consent of the **seconder and of the** Council signified without discussion: -

(i) alter a motion of which the member**s** ha**~~s~~ve** given notice; or

(ii) **~~with the further consent of the seconder~~**, alter a motion which the member has moved

if in either case the alteration is one which could be made as an amendment to the motion.

(a) A motion or amendment may be withdrawn by the **~~proposer~~ mover** with the consent of the seconder and of the Council signified without discussion.

(b) No member may speak on a motion or amendment after the **~~proposer~~ mover** -has asked to withdraw it, unless permission has been refused.

D1.18 FREQUENCY OF CONSIDERATION OF BUSINESS

(a) Any matter which in a year shall have been decided twice by the Council (whether or not under delegated authority) in the same way shall not in the same year be again submitted for consideration, and this Rule shall not be evaded by the substitution of a motion differently worded but in principle the same.

(b) In this Rule "year" means a period of time between Annual Meetings of the Council.

D1.19 RULES OF DEBATE

(a) No motion or amendment shall be spoken upon except by the mover until it has been seconded.

(b) At every meeting of the Council all motions and amendments shall be reduced into writing, signed by the mover **and seconder**, and delivered to the Service Director Legal and Democratic or appropriate representative and to all members present in the chamber immediately upon the mover commencing his/her speech.

(c) ~~**Any member**~~ **A member other than the named seconder** may formally second a motion or an amendment in which case, they may speak later in the debate.

(d) A member, when speaking, shall stand and address the Mayor. If two or more members rise, the Mayor shall call on one to speak; the other or others shall then sit. While a member is speaking, the other members shall remain seated, unless rising to a point of order or in personal explanation.

(e) Members shall direct their speeches strictly to the subject matter under discussion or to a point of order or to a personal explanation.

(f) (i) No member shall speak for more than three minutes on the question under discussion except as provided in sub paragraph (f) (ii) and (f) (iii).

(ii) In dealing with a motion or an amendment to a motion, notice of which has been given under Rule D1.16, the mover of the original motion in moving the motion shall speak for not more than five minutes and all other speakers (including the seconder of the motion and the mover and seconder of any amendment to the motion) shall speak for not more than three minutes.

(iii) Whenever reports of Scrutiny Panels are submitted to council for consideration the Chairs of such panels, when introducing and moving reports, shall speak for not more than five minutes and all other speakers (including the seconder and the mover and seconder of any amendment) shall speak for not more than three minutes.

(g) A member shall not (except in the exercise of a right to reply) speak more than once on the same motion or amendment except to a point of order, or by way of personal explanation.

(h) Any amendment to a motion, notice of which has been given under Rule D1.16, may be moved ~~**without notice**~~, provided that **the names of the mover and seconder have been submitted to the Service Director Legal and Democratic not later than 10.30 am on the working day preceding the day of the meeting and that** such an amendment (i) has reference to the subject matter of the motion, (ii)

does not rescind or alter any resolution not referred to in, or proposed to be rescinded or altered by, the motion, and (iii) is not a direct negative of the motion.

(i) Amendments, other than those referred to in paragraph (h), shall relate to the motion and either:

(i) refer a matter to a Committee for consideration or reconsideration;

(ii) refer a matter to the Executive for consideration;

iii) leave out words;

(iv) add or insert words; or

(v) leave out words and add or insert words but shall not have the effect of negativing the motion.

(j) If an amendment be carried, it shall displace the original motion and become itself a substantive motion, upon which any further amendment may be moved. However, such further amendment shall not be inconsistent with the alterations of the original motion made by the amendment which has been carried, and the further amendment must comply with the provision of paragraph (h) above.

(k) The mover of a motion, or of an amendment which has become the substantive motion, shall have a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. A member exercising a right of reply under this Rule shall not introduce new matter in the reply.

The mover of an amendment shall have no right of reply to the debate on the amendment

(l) A member of the Council, other than the mover or seconder of a motion or amendment before the Council, may at any time formally move "that the Council proceed to the other business of the day" on the formal seconding of which the Mayor shall immediately put the same to the Council without speech or debate, and if carried by show of hands the subject in debate shall be considered as disposed of.

(m) A member of the Council, other than the mover or seconder of a motion or amendment before the Council, may at any time formally move "that the question be now put", and upon being formally seconded, it shall be put forthwith without speech or debate. Where an amendment is under discussion, the motion shall apply only to that amendment. If the motion be carried, then, if the question before the Council is the original

motion or a first amendment, the Mayor shall call upon the mover of the original motion to reply before putting the question.

(n) Upon a motion for an adjournment, all the speakers shall limit their observations to the question of adjournment. After a motion for adjournment of a debate, or adjournment of the Council has been rejected, another motion for the same or like purpose shall not be moved within thirty minutes, except by consent of the Council, to be given by show of hands without debate. On resuming an adjournment debate the member who moved the adjournment shall be entitled to speak first.

(o) The Mayor may at any time, upon being satisfied that any motion or other matter has been fully debated by the Council, require that "the question be now put" but before the question is put, the mover of the motion shall be entitled to exercise a right of reply.

(p) A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Rule or statutory provision and the member shall specify the Rule or statutory provision and the way in which in the Member's opinion it has been broken. A personal explanation must relate to a speech already made by the member in the debate on the motion or amendment before the Council which may have been misunderstood. The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be challenged.

(q) Whenever the Mayor rises during a debate any members then standing shall resume their seats and the Council shall be silent.

D1.20 MOTIONS AND AMENDMENTS WITHOUT NOTICE

A member may move without notice, any of the following motions and amendments:-

(a) to appoint a Chair for that meeting or the remainder of the meeting;

(b) motions relating to the accuracy of the minutes;

(c) motions to approve and adopt the recommendations of a committee;

(d) that a matter be referred or referred back to a Committee;

~~**(e) amendments to motions in accordance with Rule D1.19(h);**~~

(f) that the Council proceed to the other business of the day;

(g) that the question be now put;

(h) that the debate be now adjourned;

(i) that the Council do now adjourn;

(j) that a member named be not further heard;

(k) requiring a member to withdraw;

(l) that a member be required to leave the meeting;

(m) to suspend one or more Procedure Rules;

(n) that a body be appointed, or a person appointed to a Committee or body occasioned by an item mentioned in the Summons to the meeting;

(o) giving the consent of the Council where the consent of the Council is required under these Standing Orders;

(p) to vary the order of the agenda;

(q) to give leave to withdraw a motion;

(r) authorising the sealing of documents;

(s) to adopt or otherwise proposals in reports to Council.

(t) to extend the time limit for speeches.

Terms of Reference:

To carry out relevant overview and scrutiny functions (defined in paragraph D5.04(b) of these procedure rules) relating to services being delivered by the council and its partners to achieve the five outcomes of the 'Every Child Matters' framework namely - improve health, keep safe, enjoyment and achievement, making a positive contribution and achieving economic well being for children and young people in North Lincolnshire.

(c) **HEALTHIER COMMUNITIES AND OLDER PEOPLE'S SCRUTINY PANEL**

Membership:
7 Councillors

Terms of Reference:

To carry out relevant health scrutiny functions defined in the Local Authority (Overview and Scrutiny Committee Health Scrutiny Functions) Regulations 2002 and associated legislation and guidance (see paragraph D5.13 of these procedure rules), and overview and scrutiny functions (defined in paragraph D5.04 (b) of these procedure rules) relating to services for older people and those that contribute to healthier communities being delivered by the council and its partners.

(d) **SAFER AND STRONGER COMMUNITIES SCRUTINY PANEL**

Membership:
7 Councillors

Terms of Reference:

To carry out relevant overview and scrutiny functions (defined in paragraph D5.04 (b) of these procedure rules) relating to services being delivered by the council and its partners for ~~**cleaner, greener,**~~ stronger and safer communities~~**, and associated transport and environmental matters.**~~

(e) **SUB-GROUPS OF SCRUTINY PANELS**

(i) Scrutiny panels may appoint sub-groups (working groups) when required to carry out overview and scrutiny business within their terms of reference or whilst carrying out cross cutting issues. Sub-groups shall consist of members of the appointing scrutiny panel, and if required, have cross-membership from two or more scrutiny panels whilst dealing with cross cutting issues.

A sub-group may consist of a minimum of two members, or any number up to the full size of an appointing panel, if so agreed by its

members. Membership of a sub-group therefore need not reflect political proportionality of the council, but shall include statutory co-

- drafting overview and scrutiny reports for scrutiny panel approval reflecting evidence obtained and views expressed/decisions taken and recommendations agreed by members;
- arranging publication of approved scrutiny reports following consultation with interested parties where appropriate;
- referring on for further consideration elsewhere issues identified which scrutiny panels have been unable to fully explore during reviews;
- developing and maintaining good relationships with relevant external partners (especially local health and voluntary sector partners);
- applying and advising members and officers of new and good practice relating to all overview and scrutiny functions, and
- identifying member and officer training needs.

(c) Whilst it is recognised that Scrutiny Officers will normally perform a dual role by also acting as the committee administrator, in the case of complex reviews it may be necessary to provide additional assistance with:

- the co-ordination of meeting arrangements;
- the drafting of agendas;
- the collation of reports;
- the provision of advice on the interpretation/application of terms of reference/procedure rules, and
- the production of notes and minutes of meetings**.**

D5.08 MEMBERSHIP AND TERMS OF REFERENCE OF SCRUTINY PANELS AND THE SCRUTINY CO-ORDINATING PANEL

(a) **ECONOMIC DEVELOPMENT AND CORPORATE ISSUES SCRUTINY PANEL**

Membership:
7 Councillors

Terms of Reference:

To carry out relevant overview and scrutiny functions (defined in paragraph D5.04(b) of these procedure rules) relating to the local and regional economic development, corporate and strategic services or cross cutting issues**, a cleaner, greener environment and associated transport and environmental matters** being delivered by the council and its partners.

(b) **CHILDRENS AND YOUNG PEOPLE SCRUTINY PANEL**

Membership:
7 Councillors (and 4 statutory co-opted members when dealing with education matters, paragraph D5.03 refers).

D5.22 CALL-IN PROCEDURE

Call-in should only be used in exceptional circumstances. These are where members of the appropriate scrutiny panels have evidence which suggest that the cabinet or decision maker did not take the decision in accordance with the principles set out in Article 13 of the Constitution. (Call-in is of a decision made, but not yet implemented).

(a) When decisions are made by the cabinet, an individual member of the cabinet or a committee of the cabinet, or a key decision is made by an officer under delegated authority from the cabinet, or an area committee or under joint arrangements, those decisions shall be published, including wherever possible by electronic means, and shall be available at the main offices of the council normally within two working days of being made.

(b) Chair and vice-chairmen of all scrutiny panels will also be sent copies of the records of all such decisions within the same timescale by the person responsible for publishing the decision, i.e. the proper officer of the council or his representative.

(c) On publication of decisions and in accordance with the council's executive arrangements, those decisions which can be subject to call-in will come into force and may then be implemented on the expiry of four working days after publication, unless a scrutiny panel objects to a particular decision and calls it in.

(d) During the period referred to in (c) above, the Service Director Legal and Democratic shall call in a decision for scrutiny by the scrutiny co-ordinating panel if so requested by the chair or any three members of any scrutiny panel, and shall then notify the decision taker of the calling in of a particular decision. The request shall also give clear reasons why the decision has been called in. (A proforma is available electronically from the Democratic Services Manager).

(e) Where a decision has been called in, any action to implement that decision will be suspended until it may be made in accordance with the following provisions of this protocol.

(f) In consultation with the chair of the scrutiny co-ordinating panel, the Service Director Legal and Democratic shall call a meeting of that panel on such a date and at such time to be determined within five working days of the decision to call-in. The relevant cabinet member (together with the Chief Executive, Deputy Chief Executives and/or Service Director(s) shall be requested to be available to attend the meeting in order to respond to any questions from the panel on or relevant to the decision.

- An agenda for the meeting to consider the called in decision will be sent to members of the scrutiny panel with a copy of the request for call-in, a copy of the decision and a copy of the report on which the decision was based.

- At the meeting of the panel the chair or a nominee of the members who have requested the call-in, shall be required to present the reasons why the decision has been called in and initiate any questioning of the relevant cabinet member(s), together with the Chief Executive, Deputy Chief Executives and/or Service Director(s), on or relevant to the decision.

- The chair shall then invite other members of the panel to ask the relevant cabinet member (together with the Chief Executive, Deputy Chief Executives and/or Service Director(s) any further questions on or relevant to the decision.

- The panel will then consider whether it has sufficient material before it on which to decide the next course of action i.e. to take no further action on the decision, refer it back to the decision maker for reconsideration or (in limited circumstances) to refer it to the council (see paragraphs (g) - (m) below).

- If the panel decides that it needs further information and/or the attendance of particular persons in order to reach a decision it shall arrange a further meeting to enable the information and/or persons to be available.

- The decision will remain suspended until the scrutiny process has been completed and one of the outcomes set out in paragraph (g) has been achieved.

(g) If, having considered the decision, the scrutiny co-ordinating panel is still concerned about it, then it may -

(i) recommend (with any representations), that the decision be reconsidered by the body or person that made it, or

(ii) arrange for the full council to consider the decision and, where necessary, ask the executive or decision maker to reconsider it.

If the decision is referred back to the decision maker or decision making body, that decision should be reconsidered within a further five working days.

(h) Where the decision maker or decision making body reconsiders the decision it could -

(i) confirm the original decision, or

(ii) agree to change that decision having considered the representations made by the scrutiny panel.

(i) If, following an objection to a particular decision, the panel does not meet, or does meet but does not refer the matter back to the decision making person or body, that decision shall take effect on the date of the scrutiny meeting, or the expiry of that further five working day period referred to in paragraph (f) above, whichever is the earlier.

(j) The scrutiny co-ordinating panel may exercise its power in section 21(3)(b) of the Local Government Act 2000 to refer a matter to the full council only if the panel considers that the decision is contrary to the policy framework or contrary to, or not wholly in accordance with the budget.

(k) If a matter is referred to the full council in accordance with paragraph (j) above, the Service Director Legal and Democratic, in consultation with the Mayor shall call an extraordinary meeting of the council within seven working days.

(l) If the council does not object to a decision which has been made, then no further action is necessary and the decision will become effective on the date of that council meeting. However, if the council does object it has no power to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the council will refer any decision to which it objects back to the decision making person or body, together with its views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the cabinet as a whole or a panel of it, a meeting will be convened to reconsider that decision within five working days of the council request. Where the decision was taken by an individual cabinet member, that individual should reconsider the decision within five working days of the council request.

(m) If the council does not meet, or if it does but does not refer the decision back to the decision making person or body, that decision will become effective on the date of the council meeting or expiry of the period in which the council meeting should have been called, whichever is the earlier.

(n) The call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. In the case of a key decision the Mayor must agree both that the decision proposed is

reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Mayor, the Deputy Mayor's consent shall be required. In the absence of both, the Chief Executive or his/her nominee's consent shall be required. Such decisions taken as a matter of urgency must be reported to the next available meeting of the council, together with the reasons for urgency.

(o) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to council with proposals for review if necessary.

(p) In order to ensure that call-in is not abused, nor causes unreasonable delay, but at the same time to ensure that there is an appropriate balance between effectively holding the Executive to account, being able to question decisions before they are implemented and allowing effective and efficient decision making by the Executive within the policy framework and budget agreed by the council, the following limitations have been placed on its use -

(i) Call-in of any Executive decision must be within four working days of the publication of a decision.

(ii) The chair or any three members of any overview and scrutiny panel are needed for a decision to be called in.

(iii) Overview and scrutiny panels may only call-in eight Executive decisions in total in any six month period. **The six month period will run from the annual meeting of the council each year to the end of November and the beginning of December to the following annual meeting of the council.**

(An illustrated version of the 'Call-in' procedure is set out for ease of reference in Table two at the end of these procedure rules).