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NORTH LINCOLNSHIRE COUNCIL

GOVERNANCE SCRUTINY PANEL

SPECIAL MEETING

24 January 2024

Chair:	Councillor Janet Lee	Venue:	Room F01, Church Square House, Scunthorpe
Time:	4.00 pm	E-Mail Address:	Dean.Gillon@northlincs.gov.uk

AGENDA

1. Substitutions.
2. Declarations of disclosable pecuniary interests and personal or personal and prejudicial interests and declarations of whipping arrangements (if any).
3. Public speaking requests, if any.
4. Item requested for call-in, in accordance with paragraph 22 of Part D Rule 5 (Overview and Scrutiny Procedure Rules) of the council's constitution (Pages 1 - 24)

Minute 6 of the Investment, Outcomes and Governance Cabinet Member meeting held on 19 January 2024 – Stress and Wellbeing Policy
5. Any other items that the Chair decides are urgent by reason of special circumstances that must be specified.

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**North
Lincolnshire
Council**

www.northlincs.gov.uk

THE DIRECTOR GOVERNANCE AND COMMUNITIES IS REQUESTED TO **CALL-IN A**

DECISION OF INVESTMENT, OUTCOMES AND GOVERNANCE
CABINET MEMBER

TAKEN ON 19th January 2024

TITLE OF REPORT STRESS AND WELLBEING POLICY

MINUTE REFERENCE 6 REPORT REFERENCE 6

CALL-IN REQUESTED BY (**See Note 1**) Councillor Lorraine Yeadon

Chair or any two Members of any Overview and Scrutiny Panel

Name *Signature*

Councillor Lorraine Yeadon



Councillor Andrea Davison



DATE

Outline reasons for seeking a review of the decision and set out the evidence which suggests that the Cabinet or decision maker did not take the decision in accordance with the principles set out in Article 13 of the Constitution.

We wish to call in this decision as we do not believe it goes far enough and we would urge the Panel to consider asking for amendments to the report.

We believe that the Council should be looking at introducing a facility whereby an employee can make an anonymous submission without fear of being identified at the initial stage. Perhaps an annual survey of all staff, council-wide, and anonymously, may identify potential issues or common complaints/concerns within a department. Whilst we recognise there is a current whistleblowing policy, we believe that the structure as it is may deter staff with potential concerns from having the confidence to make approaches as outlined in the document/policy.

Is the decision considered to be contrary to the policy framework or contrary to, or not wholly in accordance with the budget?

Yes

No

If 'No' state the relevant extract from the policy framework, or the related aspect of the budget.

.....
.....

Please return to:-

The Director Governance & Communities

FAO Head of Democracy

Church Square House

Scunthorpe DN15 6NL

Received:

Copies to:-

pto

Note 1 – A decision made by the Cabinet, an individual member of the Cabinet or a committee of the Cabinet or a key decision made by an officer under delegated authority (or under joint arrangements) once published can be called-in by the Director Governance and Communities at the request of the Chair or any two members of an appropriate Scrutiny Panel.

Note 2 – This form must be returned by 5.00 pm (4.30 pm on Friday) on the second working day after the publication of the decision (see below)

CALL-IN

Example timetable is as follows

<i>EXECUTIVE PANEL MEETING</i>		<i>PUBLICATION OF EXECUTIVE DECISIONS*</i>		<i>SCRUTINY CALL-IN DEADLINE*</i>		<i>SCRUTINY TO MEET AND DECISION DEADLINE*</i>	
Monday	Π	Wednesday	Π	Friday	Π	Friday	
Tuesday	Π	Thursday	Π	Monday	Π	Monday	
Wednesday	Π	Friday	Π	Tuesday	Π	Tuesday	
Thursday	Π	Monday	Π	Wednesday	Π	Wednesday	
Friday	Π	Tuesday	Π	Thursday	Π	Thursday	

**The above days do not include bank and other holidays*

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NORTH LINCOLNSHIRE COUNCIL

INVESTMENT, OUTCOMES AND GOVERNANCE CABINET MEMBER

19 January 2024

- 6 **STRESS AND WELLBEING POLICY** – The Director: Outcomes submitted a report seeking approval for a new Stress and Wellbeing Policy.

All employers had a legal duty, under the Health and Safety at Work etc Act 1974, to protect workers from stress at work by doing a risk assessment and acting on it.

Currently, the procedure for managing stress at work was part of the Health and Safety Management System established during the shared service arrangement with North East Lincolnshire Council and was derived from their policy and systems.

Where a risk assessment was deemed appropriate, the generic risk assessment procedure in the Health and Safety Manual was currently adapted to suit.

To build on the council's current wellbeing offer to keep employees safe, well and supported, whilst ensuring statutory obligations were met under health and safety legislation, a new Stress and Wellbeing policy had now been developed.

The policy focused on employee, manager and organisational responsibility to:

- Encourage and promote good health and wellbeing;
- raise awareness of, and act on, reduced wellbeing;
- facilitate and participate in open conversations, and risk assessments, to determine individual need and identify potential adjustments;
- seek, or signpost to, appropriate support and act on advice.

To support the new policy, a risk assessment template had also been developed. By using the template, an employee experiencing reduced wellbeing could reflect on various elements of their role, divided into the HSE management standard areas, and then work with their manager to develop an action plan to address any areas identified as 'medium' or 'high' risk.

It was proposed that the policy and risk assessment template were reviewed in 12 months' time to assess whether their introduction has had a positive impact on employee wellbeing and attendance.

Resolved – That the Stress and Wellbeing Policy be approved.

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NORTH LINCOLNSHIRE COUNCIL

<p>INVESTMENT, OUTCOMES AND GOVERNANCE CABINET MEMBER</p>
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STRESS AND WELLBEING POLICY

<p>1. OBJECT AND KEY POINTS IN THIS REPORT</p>

- | |
|--|
| <p>1.1 To outline and seek approval for a new Stress and Wellbeing policy.</p> |
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2. BACKGROUND INFORMATION

- 2.1 All employers have a legal duty, under the Health and Safety at Work etc Act 1974, to protect workers from stress at work by doing a risk assessment and acting on it.
- 2.2 Currently, the procedure for managing stress at work is part of the Health and Safety Management System established during the shared service arrangement with North East Lincolnshire Council, and is derived from their policy and systems.
- 2.3 Where a risk assessment is deemed appropriate, the generic risk assessment procedure in the Health and Safety Manual is currently adapted to suit.
- 2.4 To build on the council's current wellbeing offer to keep employees safe, well and supported, whilst ensuring we meet our statutory obligations under health and safety legislation, a new Stress and Wellbeing policy has now been developed.
- 2.5 The policy focuses on employee, manager and organisational responsibility to:
- Encourage and promote good health and wellbeing;
 - raise awareness of, and act on, reduced wellbeing;
 - facilitate and participate in open conversations, and risk assessments, to determine individual need and identify potential adjustments;

- seek, or signpost to, appropriate support and act on advice.
- 2.6 To support the new policy, a risk assessment template has also been developed. By using the template, an employee experiencing reduced wellbeing can reflect on various elements of their role, divided into the HSE management standard areas, and then work with their manager to develop an action plan to address any areas identified as 'medium' or 'high' risk.
- 2.7 It is proposed that the policy and risk assessment template are reviewed in twelve months' time to assess whether their introduction has had a positive impact on employee wellbeing and attendance.

3. OPTIONS FOR CONSIDERATION

- 3.1 Option one – approve the new Stress and Wellbeing policy.
- 3.2 Option two – reject the draft policy.

4. ANALYSIS OF OPTIONS

- 4.1 Option one – approving the new policy builds on the council's existing wellbeing offer and provides a framework to identify and mitigate reduced wellbeing. This demonstrates to our workforce that their wellbeing and safety is a priority, and having employees who feel safe and well supports us to deliver on our priorities and outcomes for the people and place of North Lincolnshire. Having a specific risk assessment also enables us to better meet our statutory duties, as an employer, to assess and mitigate stress in the workplace.
- 4.2 Option two – rejecting the draft policy would retain the use of the current Stress, Mental Health and Wellbeing procedure established by North East Lincolnshire Council. This framework doesn't fully reflect our current organisational culture, particularly our focus on promotion of employee health and wellbeing, the importance of enabling open, supportive conversations, and encouraging self-responsibility.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS (e.g. LEGAL, HR, PROPERTY, IT, COMMUNICATIONS etc.)

- 5.1 There are no resource implications beyond manager and employee time to engage in supportive conversations and participate in risk assessments. Any adjustments identified as a result of these assessments must be reasonable, balancing individual need and service delivery. Enabling employees to remain safe and well will help to mitigate sickness absence and reduced performance, and support resilient and efficient service delivery.

6. **OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)**

6.1 None.

7. **OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

7.1 Please see Section 8.

8. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

8.1 The Safety Solutions team, Be Yourself at Work staff networks and Welfare Officers have been consulted on the draft policy and had opportunity to comment.

8.2 The trade unions have been consulted on the new policy and are supportive.

8.3 There are no conflicts of interest to be reported.

9. **RECOMMENDATIONS**

9.1 That the Stress and Wellbeing policy be approved.

DIRECTOR: OUTCOMES

Church Square House
30-40 High Street
SCUNTHORPE
North Lincolnshire
DN15 6NL
Author: Louisa Rae
Date: 21 July 2023

Background Papers used in the preparation of this report – None.

Principles.

- We believe that successfully delivering services to keep our customers safe, well and resilient depends on having employees whose wellbeing and safety at work is a priority, and who do not experience long-term, excessive or negative pressure.
- We recognise that, at times, any employee can experience reduced wellbeing or negative pressure, at work or in their personal life, which may impact their ability to contribute fully to the role they do.
- Employees work in many complex and challenging situations, and it will not always be possible to remove all factors which impact our employees' wellbeing. However, we will ensure, as far as possible, that the effects of these situations are minimised through appropriate assessment, management, training and support.

Wellbeing

Wellbeing is made up of many facets of health, including, good mental, emotional and physical health, and a healthy lifestyle.

Stress

Stress itself is not an illness but the natural adverse reaction people have to excessive pressure and demands imposed on them. Over time, it can impact on well-being. Management of day-to-day stressors help to ensure a person's ongoing wellbeing and happiness is maintained.

As an employer, we will:

- Positively promote and protect the health and wellbeing of our employees at work, by providing an understanding and supportive environment that values mental and physical wellbeing equally.
- Enable managers and employees to undertake training at an appropriate level to recognise and manage stress at work.
- Provide a risk assessment template to identify causes of stress at work, guidance on action required to reduce or eliminate the risks, and information on sources of support.
- Encourage employees to express any concerns openly and to actively seek help and support without the fear of stigma, victimisation, or being considered weak, incompetent or at fault.
- Recognise that wellbeing is unique to each employee and negative pressure affects people in different ways: consideration, support and reasonable adjustment will take account of individual need.

As a manager, I will:

- Demonstrate supportive and sympathetic behaviours to ensure employees feel comfortable to speak openly.
- Begin an open conversation, if I believe an employee is showing signs or symptoms of reduced wellbeing or stress.
- Recognise that I have a critical role in identifying indicators of stress at work due to my knowledge of my team and the employees in it.
- Carry out stress risk assessments and implement any recommendations, involving team members in finding solutions where possible.
- Ensure that where an employee indicates that they are experiencing stress or reduced mental health, a supportive referral to occupational health is offered.
- Consider any recommendations made by occupational health, or other healthcare professionals, and discuss these with employees.
- Consider using the Making Reasonable Adjustments guidance and tools as a framework for assessing an employee's individual needs and developing an action plan.
- Ensure employees are provided with the opportunity to have regular one-to-one meetings, which include a discussion about their wellbeing, as well as engaging in the My Conversations framework.
- Monitor employees' working hours and workloads to ensure that they are not excessive and an appropriate balance between work and personal life is maintained.
- Proactively manage annual leave and flexi-time levels to ensure employees are taking regular breaks for their wellbeing and work-life balance, and in compliance with Working Time Regulations.
- Provide employees with clear expectations with supporting feedback, coaching and training as required.
- Promote and encourage team members to access any health and wellbeing initiatives.

As an employee, I will:

- Recognise the importance of maintaining good health and wellbeing and support others to do so.
- Be aware of the signs and symptoms of reduced wellbeing and stress in myself and talk to my manager as soon as possible if I feel this may affect me at work.
- Seek advice from my GP, or other healthcare professional, if I feel I need specialist support with my mental wellbeing.
- Undertake relevant training on identifying and managing stress.
- Manage and prioritise my workload effectively, raising any concerns with my manager at the earliest opportunity.
- Work with my manager to plan periods of annual leave to ensure I take regular breaks from work.

- Be actively involved in risk assessments and discussions about how any issues identified might be resolved.
- When appropriate, make use of the free and confidential Welfare Counselling Service provided.
- Talk to my manager, or another source of appropriate help, if I feel a colleague is showing signs or symptoms of reduced wellbeing or stress.

Sources of support.

Internal

[Safety Solutions](#)

[Human Resources](#)

[Confidential Welfare and Counselling service](#)

[Trade unions](#)

[Occupational health \(referral through HR\)](#)

[Be Yourself at Work \(BYAW\) networks](#)

[Learning Lincs](#)

External

GP or other healthcare professionals

[Access to Work Mental Health Support Service](#)

[Samaritans](#) (Telephone: 116 123)

[NHS](#)

[Mind](#)

[Calm](#)

Version Control	
Author	HR Policy Team
Status	V
Date approved	DRAFT
Last updated	

Stress and wellbeing Stress risk assessment template

This template should be used when an employee has indicated that they are experiencing stress or reduced wellbeing at work.

Self-assessment

- Where possible, the employee should complete the first section themselves; they should consider each of the statements and mark the extent to which they agree with it. If appropriate, they can access support with this from their manager, a trade union representative or HR.
- The employee should also consider whether there are any factors outside of work which may be impacting them, and whether they wish to share these with their manager to identify any potential support or adjustments.
- The manager should then arrange to meet with the employee to talk to them about the responses. The employee can have the option to be accompanied by a trade union representative or fellow council worker.
- Where the employee has indicated they 'disagree' or 'strongly disagree' with a statement, this must be entered into the Action Plan as a 'target area'.
- If the employee has identified any factors outside of work which are impacting them, these may also be recorded on the Action Plan.

Action plan

- For each 'target area' consideration should be given to what is already in place to minimise the risk of that potential source of stress.
- Any remaining risk should then be categorised:
 - Low:** The risk is acceptable – no further action is required.
 - Medium:** Review existing controls and establish if additional measures could be implemented.
 - High:** Additional control measures must be implemented.
- Any 'medium' or 'high' risk areas must be addressed, and any actions required documented on the plan.
- A meeting should be arranged to review the action plan and the effect the measures put in place have had on the employee's wellbeing at work.

DEMANDS: Workload, work patterns, and the work environment.

	Strongly agree	Agree	Partially agree	Disagree	Strongly disagree
My job description accurately reflects the work I do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can manage my workload within my contracted working hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My manager reviews individual/team workloads on a regular basis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I don't feel the need to regularly work beyond my contracted hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to take my annual leave entitlement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to take required breaks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to meet deadlines I am set.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to work at a pace I find comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would feel able to request to work flexibly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are no unresolved issues with my working environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

CONTROL: Employees are empowered to work in an agile and innovative way.

	Strongly agree	Agree	Partially agree	Disagree	Strongly disagree
I am able to use my initiative in my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have flexibility in planning and prioritising my workload.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deadlines I am working to are not regularly changed by other people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have choice over how I do my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Stress and wellbeing
Stress risk assessment template

SUPPORT: Employees are equipped with the skills, resources and support they need.

	Strongly agree	Agree	Partially agree	Disagree	Strongly disagree
I have access to all the training I need to do my job effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I get regular feedback from my manager on the work I do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have the opportunity for regular 'My Conversations' or team meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know who I can talk to at work if I feel my wellbeing is reduced.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If I have a work problem, I feel able to approach my manager.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If work is challenging, I feel able to ask colleagues for support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

RELATIONSHIPS: Positive behaviour is actively promoted and reflects our values.

	Strongly agree	Agree	Partially agree	Disagree	Strongly disagree
I would feel comfortable speaking openly with my manager about something affecting my wellbeing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am not exposed to any behaviour at work which makes me uncomfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I do not experience bullying at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I do not experience harassment at work (issues relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex or sexual orientation).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel able to be myself at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I do not experience challenging behaviour from customers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel I have a good relationship with my manager and/or colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflict within my team is dealt with quickly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ROLE: Employees understand their role and role conflict is minimised.

	Strongly agree	Agree	Partially agree	Disagree	Strongly disagree
I had the necessary induction when I came into post.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am clear about my duties and what is expected of me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are no conflicting demands within my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am aware of my team's objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand how the work I do contributes to the council's priorities and outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

CHANGE: Employees are inclusively engaged and consulted about change.

	Strongly agree	Agree	Partially agree	Disagree	Strongly disagree
I'm consulted before and during periods of change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive regular updates during a period of change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am consulted about potential changes to my role.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am clear about the reasons for change which affects me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I'm given a set timescale for change which affects me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am given the opportunity to offer suggestions or ask questions about proposed change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

FACTORS OUTSIDE OF WORK

The statements above mainly focus on factors at work that could impact your wellbeing. However, there could be factors outside work which have contributed to, or added to, the pressures you have experienced. These may have made it harder to cope with demands at work that you would normally be able to cope with.

You may want to share such issues with your manager, as they may be able to help at work and make adjustments; for example, being more flexible with working hours for a time, or just being able to be sympathetic to the pressures you are currently under. If you do not feel comfortable telling your manager about these things, you can also seek support from HR, your trade union representative or the council's Confidential Welfare and Counselling Service.

Is there anything else impacting your wellbeing which is affecting you at work?

ACTION PLAN

Target area	What is already in place to minimise risk?	Remaining level of risk (L/M/H)	What further action is required?	Lead	Timescale
		Please select			
		Please select			
		Please select			
		Please select			
		Please select			
		Please select			
		Please select			
		Please select			

Signed (employee)		Date	
Signed (manager)		Date	

Date of review meeting	
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PART D RULE 5 - OVERVIEW AND SCRUTINY PROCEDURE RULES

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 (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) Chairmen 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 in accordance with the council's executive arrangements, those decisions which can be subject to call-in as detailed in paragraph D5.22 (a) will come into force and may then be implemented on the expiry of two 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 Director: Governance and Partnerships shall call in a decision for scrutiny by the relevant scrutiny panel if so requested by the chairman or any two 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 Service Manager: Democracy).
- (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 procedure rule.
- (f) In consultation with the chairman of the relevant scrutiny panel, the Director: Governance and Partnerships 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 and/or 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 chairman 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 and/or Director(s), on or relevant to the decision.
 - The chairman shall then invite other members of the panel to ask the relevant cabinet member (together with the Chief Executive and/or 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 relevant scrutiny 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 relevant scrutiny panel may exercise its power in section 21(3)(b) of the Local Government Act 2000 to refer a matter to the 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 Director: Governance and Partnerships 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 provisions of Part D Rule 2.17 must be observed before the decision is taken. Such key decisions taken as a matter of urgency must be reported in accordance with Part D Rule 2.18 (2).
- (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.

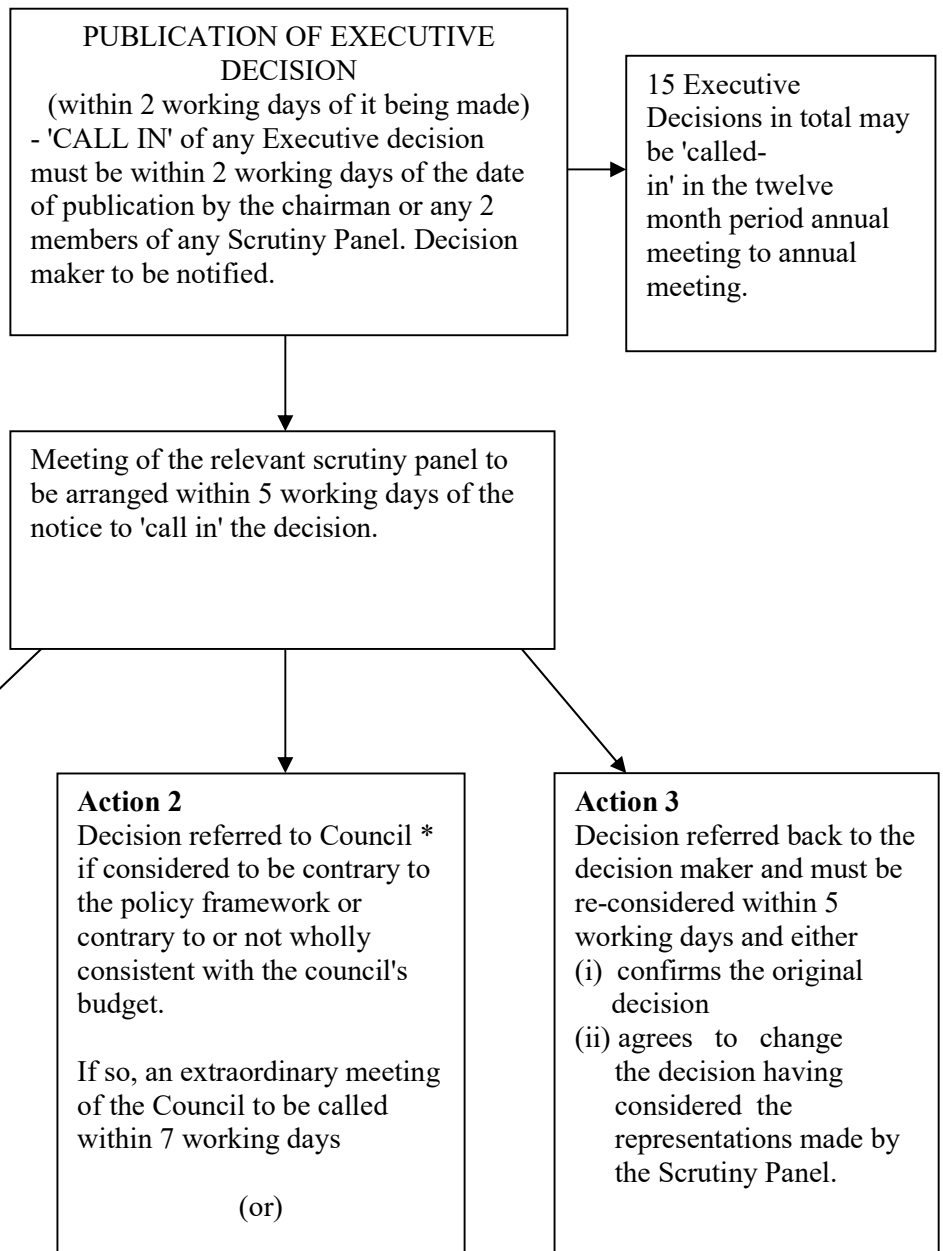
- (p) In order to ensure that call-in is not abused, nor causes unreasonable delay, but at the same time to ensure that there is an appropriate balance between effectively holding the Executive to account, being able to question decisions before they are implemented and allowing effective and efficient 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 two working days of the publication of a decision.
 - (ii) The chairman or any two members of any overview and scrutiny panel are needed for a decision to be called in.
 - (iii) Overview and scrutiny panels may call-in fifteen Executive decisions in total in the twelve month period, annual meeting to annual meeting.

(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).

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Table Two

**'CALL IN' OF DECISIONS
MADE BUT NOT IMPLEMENTED (AND NOT URGENT)**



Action A

If the Council does not object to the decision then no further action is necessary and the decision will become effective on the date of the council meeting or if it does not meet on the expiry of the 7th day whichever is the earliest

Action B

If the Council does object to the decision, (it has no power to make a decision on an executive decision unless it is contrary to the policy framework or not wholly consistent with the budget) - the council will refer it back to the decision maker with its views. A meeting must then be held on the decision within 5 working days and can either choose to amend the decision or not before reaching a final decision and implementing it.