

## Appendix 4

### **Call-in Procedure at an Overview and Scrutiny Committee Meeting**

1. The Chair explains the purpose of the meeting and the decisions which the Committee is able to take.
2. Callers-in present their case, explaining reasons for calling in Cabinet's decision, including setting out their proposal (which needs to be seconded).
3. Members of the Committee ask questions and seek clarification from the callers in, if required.

[If there is more than one call-in on the same decision then steps 2 and 3 are repeated as required. The call-ins will be taken in the order that they were received]

4. The Chair invites the Executive Director/Service Director and Portfolio Holder to explain the background to the decision.
5. Members of the Committee ask questions and seek clarification from the Portfolio Holder and Executive Director/Service Director.
6. Members of the Committee consider any supplementary information/evidence required to assist them confirm their response to the call-in.
7. General debate during which Committee members may ask questions of both parties with a view to helping them make up their mind.
8. The callers-in are invited to summarised (in the order which they were received).
9. The Chair sums up and identifies the key issues arising out of the debate.
10. The Committee resolves either:
  - to take no further action (at which point the decision becomes effective from the date of the OSC meeting)
  - to refer the matter back to Cabinet - with issues (to be detailed in the minute) for Cabinet to consider before taking its final decision.
  - to refer the matter to Full Council for a wider debate (NB: Full Council may decide either to take no further action or to refer the matter back to Cabinet with specific recommendations for them to consider prior to decision taking.