

## Call In meetings - Order of Proceedings

This note sets out the suggested order of proceedings when a scrutiny committee considers the Call In of an Executive Decision.

1. The committee will hear evidence from the relevant parties
  - (a) The Committee will hear representations from the relevant parties in the following order
    - The Councillors who have called-in the decision
    - Any witnesses called by the Calling-in councillors (as detailed on the call-in request)
    - The Leader/ Portfolio Holder representing the Executive's decision (or the relevant officer if the decision maker was an officer)
    - Any witnesses called by the decision maker (to be notified to the Democratic Services Officer.
  - (b) Committee members may ask questions of the parties at (a) on conclusion of their evidence

*n.b. The lead calling in member can speak for up to 8 minutes; all other witnesses can speak for up to 4 minutes*

2. Committee members, followed by non-committee members will then be invited to debate the decision in question.
3. Points of clarification may be asked of any supporting officers at any relevant point
4. Following conclusion of the debate, the Chairman will remind members of the decision in question and the options available to them, namely:
  - (a) to accept the original decision
  - (b) to accept the original decision, but add informatives to submit to the decision maker
  - (c) not to accept the original decision, in which case it can:
    - (i) refer the decision back to the Executive or decision maker with recommendations;
    - (ii) refer the decision to the Council if it considers that the decision is contrary to the Budget or Policy Framework; or
    - (iii) refer it to the Council if it is considered that the consequences will be significant

*In the event that the Chief Executive and Monitoring Officer have invoked urgency provisions, the committee will be invited to comment on the decision and make any advisory recommendations in relation to the decision or the processes thereon to the Executive or Council.*

5. The Chairman will ask for members to propose a recommendation and, if necessary, a formal vote will take place.