

Procedure to be Used by the Performance and Finance Scrutiny Committee When Considering the Call In of an Executive Decision

(Extracted from the Council's Constitution, Part 4, Section C, Annex A, Paragraphs 20-21)

The Committee will follow the procedure below and hear representations from the relevant parties in the following order:

1. The lead councillor representing the decision maker, usually the Leader or relevant Portfolio Holder, who will explain the decision made, why it was made and the evidence taken into account. They will speak for up to 8 minutes.
2. The report author and/ or their senior manager, who will make comments and provide further technical information relating to the decision. They will speak for up to 5 minutes.
3. The calling-in councillors, who will present their reasons for calling-in the decision and the action which they are seeking. They will speak for up to 8 minutes each. In the event that there are more than two councillors calling-in the decision, the first two councillors will speak for up to 8 minutes each; any other calling-in councillors will speak for up to 3 minutes each, but only to raise new points which have not already been covered.
4. Any contributors, as identified in the Protocol set out above. They will speak for up to 5 minutes each.
5. Committee members, followed by non-committee members, will be invited to ask questions of any contributing parties in the order set out in 1 - 4 above.
6. The calling-in councillors will make any concluding comments.
7. The lead councillor representing the decision will make any final comments and will indicate if they are minded to agree with the action sought by the calling-in councillors.
8. Committee members, followed by non-committee members, will then be invited to debate the called-in decision and decide on a course of action in accordance with paragraph 15.

Points of clarification may be asked of any supporting officers at any relevant point.