

Call in Procedure to be followed at the Meeting

At a meeting when a call-in request is considered, the following procedure will be followed at the discretion of the Chairman:

1. The Members requesting the call in will explain the reasons for calling in the decisions as detailed in the report.
2. Members and Officers may ask questions and/or seek clarification on what has been presented.
3. Non-Council Members will be asked if they wish to speak/address the Committee on the reasons for the call in (maximum 5 minutes for each speaker or group spokesperson).
4. Members and Officers may ask questions and/or seek clarification on what non-Council Members may have said.
5. Members who have declared personal and prejudicial interests will be given the opportunity to make representations to the Committee and/or respond to questioning before deliberations and a final decision is made.
6. Members and Officers may ask questions and/or seek clarification on what Members who have declared personal and prejudicial interests may have said.
7. Members with a personal and prejudicial interest will leave the meeting.
8. Officers, Cabinet Members or other Members as appropriate will explain the reasons for the cabinet decision and respond to any issues raised by the call in.
9. Members of the Committee and Members requesting the call in may ask questions and/or seek clarification from Officers and Cabinet Members or other Members as appropriate.
10. Cabinet Members will leave the meeting.
11. Members of the Committee will deliberate and come to a decision.

Executive Scrutiny Committee can take one of the following actions:

- If the Executive Scrutiny Committee agrees with the decision, it need take no further action and the decision will become effective immediately at the close of the meeting

OR

- If the Executive Scrutiny Committee does not agree with the decision, it may refer it back to Cabinet for reconsideration, providing a statement of the reasons for the referral. All Members who signed the call in petition will be invited to the relevant Cabinet meeting. The Cabinet's reconsideration of the matter, and subsequent decision, (i.e. whether to amend or retract the decision) will be final.