

Procedure to be followed at a meeting when considering a Call-in

The Chair will open the meeting.

1. Reasons for the Call-in

The Members who “Called-in” the decision will be asked to explain why they have done so and what they feel should be reviewed. **They shall be allowed up to 15 minutes in total to present their case.** It shall be up to them to determine how they wish to use their time, they may ask one speaker to speak or share the time among several speakers as they see fit.

Members of the Committee may ask questions of clarification at this point. However there is no opportunity for cross-examination.

2. Decision-maker’s response

The Leader of the Council / Cabinet Member will respond to the reasons given for the Call-in. **15 minutes shall be allowed to respond on behalf of the decision-maker(s).** It shall be up to them to decide how to use this allocation. The relevant Cabinet Member may make the presentation or they may divide the time between several speakers as they see fit.

Members of the Committee may ask questions of clarification at this point. However there is no opportunity for cross-examination.

3. Consideration by the Committee

The Overview and Scrutiny Committee will then discuss the matter. Members may ask further questions of the Members who submitted the Call-in or the decision-makers during the debate. The Members making the call in and the decision-maker will not normally speak during the debate, except to answer questions.

4. Summing-Up

When the Chair considers that the matter has been debated for a reasonable length of time, both the decision-maker and one of the Members making the Call-in will be offered the opportunity to make any final comments on the matter and to sum up.

Each side will be allowed five minutes for this purpose.

5. The Vote

The matter will then move to the vote. The first issue for consideration is whether, in light of the case presented by the Members making the Call-in and any other points made during the debate, Members wish to refer the decision for further consideration.

6. If the Vote to support the Call-in is lost

If Members vote **NO** at this stage, the call-in is ended. The matter will not be referred back and the original decision may be implemented.

7. If the Vote to support the Call-in is carried

If Members vote **IN FAVOUR** of referring the matter for reconsideration, they must vote on the following matters in turn:

Where to refer the matter –

Members must decide whether the decision should be referred back for reconsideration directly to the original decision-maker (i.e. to the Cabinet) **OR** to refer the matter to City Council with a request that they decide whether to refer the matter back to the original decision-maker for reconsideration.

The Chair will ask members to vote in favour of either:

- (i) Reference directly back to the original decision-maker
- OR**
- (ii) Reference back via the City Council

Reasons for referring the matter back –

The Chair will then put to the meeting that the matter be referred back to the original decision-maker (or to the City Council, as the case may be) for the reasons set out in the call-in request.

Members will then be invited to move any amendments or additions to those reasons. Members may also move any specific recommendations or issues they would like the original decision-maker or Council to consider.

Members must agree on the factors the decision-maker (or Council) are to be asked to consider. The matter may not be referred for reconsideration without reasons being given.

8. Advising the Committee of Action taken

Where a decision has been referred back to the decision-maker (or Council), a report of actions taken will be presented to a future meeting of the Committee.