

### **CALL-IN MEETING GENERAL GUIDANCE NOTES**

**Description:** guidance for members on conducting a call-in meeting, and steps taken once a decision has been made by the Overview and Scrutiny Committee.

- 1) The Chairman of the Overview and Scrutiny Committee will introduce the call-in, and indicate who is to speak in support of the decision, and who will be the main spokesperson for the Call-In Members.
- 2) The lead call-in member who requested the call-in will then outline to the Overview and Scrutiny Committee their reasons/concerns, making reference to the principles of decision making.
- 3) The decision maker and (supporting officers) to respond to the points raised by the lead call-in member, making reference to the principles of decision making.
- 4) Members of the Overview and Scrutiny Committee to discuss the evidence presented, and will ask the lead call-in member and the decision maker questions.
- 5) The call-in member and decision maker will then briefly sum up/give a closing statement.
- 6) The Overview and Scrutiny Committee will debate the decision and the reasons for the call-in and make recommendations to either:
  - i) Allow the decision to be implemented immediately following the Overview and Scrutiny Committee meeting; or
  - ii) Refer the decision back to the Joint Executive (Cabinet) Committee with alternative recommendations from the Overview and Scrutiny Committee.
- 7) The decision to refer a matter for reconsideration by the Joint Executive (Cabinet) Committee must be taken by the Overview and Scrutiny Committee on the basis of a simple majority vote.