

## **PROTOCOL FOR DEALING WITH CALLED-IN BUSINESS AT AN OVERVIEW AND SCRUTINY COMMITTEE**

The Chair of the Overview and Scrutiny Committee will briefly outline the following procedure to the Committee, the Chair of the Township Committee/Cabinet Member, the Calling-in Members and Officers.

1. The Chair of the Cabinet will explain to the Overview and Scrutiny Committee the background to the decision that has been called-in.
2. The report author will explain the reasons for the recommendation in the report.
3. The Calling-in Members will explain to the Committee the reasons why they have called-in the Sub-Committee's decision.
4. The Calling-in Members may ask questions of the Chair of the Cabinet.
5. The Calling-in Members may ask questions of the report's author.
6. Members of the Overview and Scrutiny Committee may ask questions of the Chair of the Cabinet and of the report author.
7. Members of the Overview and Scrutiny Committee may ask questions of the Calling-in Members.
8. The Overview and Scrutiny Committee will debate the issues.
9. The Chair of the Cabinet and the report author will have the opportunity to respond to any relevant points raised during the debate.
10. The Calling-in Members will have the opportunity to respond to any relevant points raised during the debate.
11. The Overview and Scrutiny Committee will make its decision, and there are essentially three decisions which the Committee can make: -
  - a. To uphold the decision that has been called-in, which means the decision will take immediate effect.
  - b. To refer the decision back to the decision making body (Cabinet) to determine at its next available meeting, if necessary, with any recommendations which this (Scrutiny) Committee considers to be appropriate.
  - c. In exceptional cases to refer the matter to Full Council – only if the matter falls outside the remit of the Council's approved budgetary and policy framework (not applicable in this case)