

PROCEDURE PRIOR TO COMMITTEE CONSIDERATION OF CALL-IN

Standard Proforma to be completed for a decision to be called-in.

Proforma to contain

- Decision to be called in.
- Details as to which principles of Article 12 have been breached.
- An outline of the evidence that supports the breach.
- The signature of the Members supporting the call-in.

Either three Members of the Scrutiny Committee or seven Members of the Council not involved in the decision.

Call-in to be placed on next appropriate Overview and Scrutiny Committee Agenda.

Those Members calling-in a decision will prepare a submission to present to the Overview and Scrutiny Committee.

Members of the Overview and Scrutiny Committee will receive relevant papers including the Committee report and draft Minute, action that the Overview and Scrutiny Committee may take and the procedure to be followed at the meeting.

The Members of the decision-making Committee will be notified of the call-in and invited to attend the meeting of the Committee. However, if they do so, they must be prepared to answer questions if asked.

The Chair and Vice-Chair of the decision-making Committee will be required to attend the Overview and Scrutiny Committee to account for their Committee's decision.

Copies of all of the papers will be sent to the Members of the decision-making Committee.

Relevant Senior Officers will be required to attend the meeting to answer any questions of fact. Officers will be provided with a full copy of the documentation prior to the meeting.

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