

Agenda Annex

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Procedure for considering a Call In at Committee

It is important that the process of questioning is seen as inquisitorial, not adversarial, and the following procedure will apply: -

1. The Chairman will invite the spokesperson(s) for those calling in the decision to outline their reasons for each Call In or to add any further information to their original reasons stated. (Please note, in cases where there are separate Call Ins – one spokesperson from each separate Call In will be asked if they have anything to add to their original submission).
2. The Executive Councillor(s)/officers will address the reasons for the Call In.
3. The Chairman of the Board will invite Members of the Board and the spokesperson(s) for those calling in the decision to ask any further questions of the Executive Councillor(s)/officers.

Please note: The Chairman reserves the right to disallow any questions asked which are repetitive and which have already been answered by an officer/Executive Councillor.

4. The Executive Councillor(s)/officers will respond to any questions requiring a response in 3 above.
5. The Board will debate the matter under consideration in the light of the reasons for the call-in and the responses of the Executive Councillor(s)/officers.
6. At the conclusion of the debate, the Chairman will ask the Board to vote to determine whether or not it wishes to refer the decision back to the decision-maker for reconsideration and if so to identify the nature of its concerns.

Outcome

The Board may refer the decision back to the decision maker for reconsideration, setting out in writing the nature of its concerns.

Where the Overview and Scrutiny Management Board resolves to refer a decision back to the decision taker, they will reconsider the decision within 10 clear working days.

Where the Overview and Scrutiny Management Board resolves not to refer a decision back to the decision taker, the decision becomes effective immediately.

The decision of the Board is notified to all interested parties and included on the Council's website.

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