

### **Procedure to be Adopted when a Decision is Called-in**

The aim of the O&S board meeting when the call-in is considered should be inquisitorial not adversarial. The following procedure will be adopted:

1. Up to three of the signatories to the call-in notice will be invited to address the board on the call-in. The relevant Council Cabinet member will then be invited to address the board. Members of the board may ask questions of the signatories and the relevant cabinet member or director.
2. The Overview and Scrutiny Officer will present any further information relevant to the call-in.
3. Any further witnesses invited by the chair or vice chair(s) to the call-in meeting will give their evidence to the board.
4. One nominated signatory of the first three signatories to the call-in will be allowed to make further statement to the board, lasting no more than five minutes, in response to submissions and questions heard previously. He/she will not be allowed to question any person.
5. The relevant cabinet members will be allowed to make a closing statement to the board, lasting no more than five minutes, in response to submissions and questions heard previously. He/she will not be allowed to question any person.
6. The board will then consider the call-in and decide what action it wishes to take. The board may decide:
  - a) that no principle under rule OS33 has been breached or no adverse impact under rule OS40 has been found;
  - b) that one or more principles under rule OS 33 were breached or adverse impacts under rule OS40 did occur but do not warrant reference back to the Council Cabinet or Ward Committee;
  - c) that one or more principles under rule OS33 were breached or adverse impacts under OS40 did occur and that the decision be referred back to the Council Cabinet or Ward Committee for reconsideration; or
  - d) that one or more principles under rule OS33 were breached or adverse impacts under rule OS40 did occur, that the decision was outside the budget and policy framework and that the decision be referred to Council.
7. In the case of a decision under paragraphs 15 c) or d), the board must agree its concerns about the decision, including which principles of decision taking it believes have been breached, and these must be set out in the minutes. The decision of the board will be taken in accordance with the Council Procedure Rules.