

## ***Scrutiny Call-In***

### ***The Meeting Procedure***

1. At the commencement of consideration of a call-in request all the witnesses shall sit at a table alongside the Chairman and facing the Scrutiny Committee Members.
2. The Chairman shall identify the witnesses and outline the resolutions the Committee must choose between after deliberation.
3. One of the Members shall present their case for calling in the matter.
4. Each of the witnesses may, if they wish, make an oral statement to the Committee lasting no more than 5 minutes without the consent of the Chairman.
5. The Chairman shall first invite the Members who submitted the call-in to ask any questions of the witnesses.
6. The Chairman shall invite any other Member of the Committee to ask the witnesses or any of the three Members any question.
7. All witnesses shall withdraw from the meeting room when there are no further questions.
8. The Council's Solicitor shall summarise the issues and arguments raised and address any legal points.
9. The Committee shall deliberate the call-in request.
10. The Scrutiny Committee shall resolve either:
  - i) that the decision is in its view **'contrary to the policy framework or budget'** and to refer the decision to Council;
  - ii) that it has **'concerns'** and to refer the matter back to the decision making body for re-consideration. The Committee must specify its concerns; or
  - iii) to take **'no further action'**.
11. The witness shall be recalled to the meeting to be informed of the resolution.