



## **Protocol for Scrutiny Call-in procedure**

For the Scrutiny process to be effective and a satisfactory outcome achieved, it requires the active participation of all parties to the Call-in, throughout the process.

### **Pre Call-in Committee Meeting**

- A Call-In form must be completed, signed and returned to the Head of Chief Executive's Office, by 5 non-Executive Members, within 5 working days from the date a decision has been published. Advice should be sought from the Democracy Office in relation to the completion of the form, prior to its submission.
- The Call-In form shall include sufficient space for a full description of the reasons for the call-in and any particular questions or issues that the Call-In Members would like to be addressed. This of course is at the discretion of the Committee, but will be given consideration as part of the review process.
- Ideally, at least 1 Member of the relevant Scrutiny Committee should sign the call-in form.
- The relevant Scrutiny Committee shall hold a pre-meeting to determine questions for the Call-in review and the format of that Committee meeting. Whilst Call-in Members may sit on the Committee, an invitation should, at the discretion of the Committee, be extended to at least one of the 5 Call-in Councillors to attend this session, in order to clarify the reasons for the call-in and specific points which might inform the setting of appropriate questions.

### **Call-in Committee Meeting**

The over-riding principle is that the Chair and Members of the Committee involved in Call-In ultimately decide how the meeting is run, and subject to that the following protocol be adhered to;

The Committee should retain a degree of formality.

All parties to the call-in may attend all or part of the meeting, unless otherwise agreed by the Committee.

Following the Chair's welcome, the lead call-in Member should be given the opportunity to outline the reason(s) for the call-in, any background information and key points which they feel should be addressed as part of the review. This should be a period of no longer than 5 minutes, however it may be extended at the discretion of the Committee and this to be pro-actively raised at the meeting by the Chair

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- The lead Call-In Member has the choice whether they speak before or after the public right to speak
- The lead Call-In Member to be able to submit their case in writing before or at the meeting, i.e. in addition to the opportunity to present their case at a pre-meeting
- Witnesses to be encouraged to provide a written answer to the questions which Members of the Committee had agreed at the pre-meeting
- The Chair to be pro-actively supported by Officers in the application of the protocol

Questioning of parties to the call-in should consist of:

1. Specific question allocated to a Committee Member
2. Opportunity for a supplementary question from that Member
3. Opportunity for further supplementary questions from the Committee

At the end of the process, Members of the Committee will be given the opportunity to express their individual views, the Chair will then summarise the discussion and the Committee proceed towards an outcome via consensus view or vote.