

**OVERVIEW AND SCRUTINY BOARD**

**CALL IN PROCEDURE**

**BACKGROUND**

1. The power to call in a decision of a local authority executive body was introduced under the Local Government Act 2000. The process is intended to hold decision makers to account and ensure that executive powers are discharged properly. The process ensures that a decision can be reviewed and reconsidered before it is implemented.
2. It is essential that the scrutiny process retains full credibility in the way in which it deals with the call in. It is important that the outcome of the meeting is arrived at in an objective manner and not as a result of lobbying in advance of the meeting.

**PROCEDURE**

3. In order to ensure that all parties have a fair opportunity to present their case to the Overview and Scrutiny Board, the meeting will be conducted as follows:
  - a) The Chair will outline the procedure.
  - b) The relevant service department and Executive Member will explain the background to the decision(s) (Maximum 15 minutes).
  - c) The Member who called in the decision(s) will have the opportunity to ask factual questions (Maximum 5 minutes).
  - d) The Member who called in the decision(s) will present the case against the decision(s) (Maximum 15 minutes).
  - e) The service department and Executive Member will have the opportunity to ask factual questions of the Member who called in the decision(s) (Maximum 5 minutes).
  - f) Members of the Overview and Scrutiny Board (OSB) will have the opportunity to question all parties.
  - g) Following questioning, both parties may make closing submissions (5 minutes each), commencing with the service area/Executive Member, then the Member submitting the call in.
  - h) OSB will discuss the submitted information and reach a decision in respect of the call in.

- i) The Chair will confirm the OSB's decision.
- j) A written report, detailing OSB's decision and the reasons for it, will be prepared and made available to all Council Members by e mail. The report will also be submitted to the next ordinary meeting of OSB.
- k) Where OSB refers a decision back to the decision maker, it shall be reconsidered by the decision maker within 10 working days.