

**SPECIAL  
OVERVIEW AND SCRUTINY BOARD**

**10 FEBRUARY 2015**

CALL-IN:

Future Delivery Model for Environment, Property and Commercial Services

A special meeting of the OSB has been called for 10 February 2015 to consider the Calling-In of an Executive decision.

It is essential the Scrutiny process retains full credibility in the way in which it deals with the decision. 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. Whatever decision we arrive at has to be made on the basis of evidence presented to us.

In order to ensure that all parties have a fair opportunity to present their case, the meeting will be conducted in the following manner:

(All times illustrated in this procedure are for the presentation of both reports and the proportion is determined by those presenting)

- Chair will outline the procedure for the meeting ( 3 minutes)
- the service department and Executive Member will present the case for the decisions (maximum 15 minutes)
- the Member who called in the decisions can ask factual questions (3 minutes)
- the Member who called in the decisions will present the case against the decisions (maximum 15 minutes)
- the service department and Executive Member can ask factual questions (3 minutes)
- Members of the Overview and Scrutiny Board can then question all parties (Time unlimited)

- Upon conclusion of questioning, both parties may make closing submissions (3 minutes each) commencing with the service then Member representing the Call In.
- the Board may then discuss to consider its decision
- the Chair will outline the conclusion
- the Chair will then outline the process for reporting back to the Executive
- a written report, detailing the decision and reasons for it, will be prepared and made available to Members for confirmation by email.
- The concluding report will be submitted to the Executive within 17 days of the original decisions.
- Where OSB refer the decisions back to the decision maker. The decision maker shall reconsider the decisions within 10 working days.
- The Call In, and the Board's conclusion will be presented to the ordinary meeting of OSB on 3 March 2015

COUNCILLOR Nicky Walker  
Chair, Overview & Scrutiny Board