

APPENDIX 1

CALL IN PROCEDURE

Chair's opening remarks (5 minutes)

The Chair will open the call in setting out the following procedure.

Explanation of the call in by the lead signatory (5 minutes)

The Chair will invite the lead signatory to set out the reasons for the call in.

Overview and explanation of the decision taken by the relevant Cabinet Member (5 minutes)

The Chair will invite the Cabinet Member to explain the reasons for the decision.

Evidence from call in witnesses

The Chair will invite the lead signatory to call witnesses. Members of the Committee will be invited to ask these witnesses relevant questions.

The names of witnesses are to be supplied.

Evidence from Cabinet Member's witnesses

The Chair will invite the Cabinet Member to call witness. Members of the Committee will be invited to ask witness relevant questions.

The names of witnesses are to be supplied.

Summary of the lead signatory (5 minutes)

The Chair will invite the lead signatory to summarise the key points of evidence given in support of their case.

Summary of the Cabinet Member (5 minutes)

The Chair will invite the Cabinet Member to summarise the key points of evidence given in support of the initial decision.

Committee Debate

The Chair invites comments, observations and discussion from members of the committee.

Committee Decision

The Committee having considered the evidence and debate may:-

- Refer the decision back to the Cabinet Member setting out in writing the nature of its concerns.
- Refer the matter to full Council. Such a referral should only be made where the Coordinating Committee believes that the decision is outside the policy framework or contrary to or not wholly in accordance with the budget. The procedures set out in those rules must be followed prior to any such referral.
- Uphold the decision - If the Co-ordinating Committee agrees with the initial decision the relevant Senior Officer may implement it.

In the event of any political group not agreeing with the majority decision of the Co-ordinating Committee, it may prepare a written minority report for consideration by Council when the minutes of the Co-ordinating Committee are considered. Any such report must be handed to the Head of Legal and Democratic Services in accordance with Standing Order 7(2).

The Leader of the relevant group or his/her representative will have an opportunity to explain the minority report to the Council and Council and Council may discuss and vote for/or against such a report without prejudice to any decision already implemented.