

**Report of the Monitoring Officer**

**PROCEDURE FOR THE OVERVIEW AND SCRUTINY MEETING  
FOLLOWING THE CALL-IN REQUEST**

1. After the Chair opens the meeting the Members who asked for the decision to be called in will be asked to explain their reasons for the request and what they feel should be reviewed
2. On matters of particular relevance to a particular Ward Members who are not signatories to a Call-In have the opportunity to make comments on the Call-In at the meeting, such speeches not to exceed five minutes each. Ward Members will take no further part in the discussion or vote. Ward Members must register their request to speak by contacting the Monitoring Officer by 12 noon on the day prior to the relevant hearing;
3. The decision-maker and any relevant Portfolio Holder(s) will then be invited to make any comments;
4. The relevant Head of Service or their representative will advise the Overview & Scrutiny Members on the background and context of the decision and its importance to achieving Service priorities;
5. The Scrutiny Members will ask questions of the Members and Officers in attendance
6. The decision-maker and any relevant Portfolio Holder(s) will be invited to make any final comments on the matter.
7. The Overview & Scrutiny Committee, after considering the evidence presented to the meeting, will make one of the following decisions:
  - a) to take no further action, in which case the decision will take effect immediately;
  - b) refer the decision back to the decision-maker for reconsideration, setting out the nature of the Committee's concerns; the decision-maker must then re-consider the matter within a further 10 working days, taking into account the concerns of the Overview & Scrutiny Committee, before making a final decision;
  - c) to refer the matter to full Council for its views.
8. If, following a request for Call-In, the Overview & Scrutiny Committee does not meet as set out above, or does meet but having decided to refer the decision fails to do so, the decision will take effect on the date upon which the Overview and Scrutiny Committee meeting should have taken place, or the expiry of that further 7 working day period during which the decision should have been referred.

If the matter is referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no place to make decisions in respect of a Cabinet decision unless it is contrary to the Policy Framework, or contrary to or not wholly consistent with the Budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision-maker, together with the Council's views on the decision. That decision-maker shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet or a Committee a meeting will be convened to reconsider the decision within 10 working days of the Council's request. Where the decision was made by an individual, the individual will reconsider the decision within 10 working days of the Council's request.

9. If the Council objects to the decision but does not refer the decision back to the decision-maker, the decision will become effective on the date of the Council meeting at which the Council considered and referred the decision.
10. If a decision is referred to the Council and the Council fails to meet for the purpose of considering the decision, the decision will take effect on the expiry of the period during which the Council meeting should have been held.