

Classification: NULBC UNCLASSIFIED

ACTION	BY WHOM	TIME LIMIT
Explanation of procedure to be followed	Chair	
Explanation of reasons for the call-in and justification for proposal set out on the call-in form	Lead call-in Member and any other persons that they wish to involve	15 minutes
Explanation of decision taken and views on alternative proposal	Relevant Cabinet Member and officer (if a Cabinet decision) or relevant officer (if decision was delegated to an officer) and any other persons that they wish to involve	15 minutes
Questioning of call-in representatives and decision taken and consideration of any photographs, plans etc. that illustrate the issue under discussion	Scrutiny members	Unlimited
Summing up	Lead call-in Member	5 minutes
Summing up	Decision taker	5 minutes
Voting on the proposal on the call-in form	Scrutiny committee members	Unlimited

14.7 The appropriate committee, having reviewed the decision, can:

- (a) reject the call-in proposal and note the original decision. The decision will take effect on the date of the scrutiny meeting;
- (b) accept the proposal set out on the call-in form and refer back to the decision making person or body, with any comments they may also wish to make. The Cabinet shall then reconsider at the next scheduled Cabinet meeting, amending the decision or not before adopting the final decision, or if the decision has been made by an officer with delegated authority, that person shall then reconsider within a further three working days, amending the decision or not, before adopting a final decision; or
- (c) accept the proposal set out on the call-in form and refer the matter to Full Council if the decision is deemed to be outside the budget and policy framework

14.8 If a proposal is supported, Members may come to agreement on any comment they wish to pass to the Cabinet or the decision taker

14.9 If after a call-in is received, the appropriate scrutiny committee does not meet in the period set out above, the decision shall take effect on the expiry of ten working days after the call-in form has been received