

CALL-IN MEETING GUIDANCE

- It is acceptable for members* to ask questions of anyone sitting at the table in the call-in meeting.
- Scrutiny Services will liaise with the Chairman of the Scrutiny Management Board to determine whether a site visit should be organised prior to the call-in meeting taking place.
- Both sides of the call-in are requested to produce basic information that can be given to members at the call-in meeting to help come to an informed decision.

This should include:

- one side of an A4 sheet of paper, setting out the main points of their argument which will be distributed to each member of the Scrutiny Management Board to use during the meeting;
- any background information that supports these arguments should be produced; this could include budgetary information, statistical information, maps, consultation results or a summary of changes in legislation.
- The Legal officer will brief all those present at the meeting on the call-in process in public at the beginning of the meeting.
- Any Scrutiny Management Board members arriving at the meeting after the first presentation by the member representing the call in may take part in the debate but will not be allowed to take part in the voting process. This should be made clear on the agenda for the meeting.
- The Cabinet Member, call-in members and supporters should move from the table once their summing up have been completed and all questions have been asked by the Scrutiny Management Board members. Members will then sum up their views based on the evidence they have heard. Only points of clarification will be asked during this part of the meeting.
- Regardless of whether the call-in is supported or not, the scrutiny members hearing the call-in will be able to pass comments to the Cabinet on the call-in issue. The Chairman will sum up and clarify any points which members wish to pass to Cabinet. These will be reported to the Cabinet by the Chairman of the Scrutiny Management Board

* Members of the Scrutiny Committee considering the call-in.

Action	By Whom	Time limit
Apologies	Chairman	
Declarations of interest and party whip	Chairman	
Welcome : including explanation of procedure to be followed	Chairman / Officer	
Explanation of reasons for the call-in and justification for proposal set out on the call-in form A4 sheet summarising argument will be distributed together with supporting documentation	Lead call-in member and any other persons that they wish to involve	30 minutes
Explanation of decision taken and views on alternative proposal. A4 sheet summarising argument will be distributed	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.	30 minutes
Questioning of call-in representatives and decision taker and supporters and consideration of any photographs, plans etc that illustrate the issue under discussion.	Scrutiny Management Board Members	Unlimited
Summing-up	Lead call-in member	5 Minutes
Summing-up	Decision taker	5 Minutes
Discussion and voting on the proposal on the call-in form	Scrutiny Management Board Members	Unlimited
Sum up and clarify any points which members wish to pass to the Cabinet. These will be reported to the Cabinet by the Chairman of the Scrutiny Management Board.	Chairman	Unlimited