

## **APPENDIX 3**

### **CALL-IN PROCEDURE FOR THE MEETING**

The procedure for the meeting will be as follows:-

1. Any deputations from the public, followed by;
2. Presentation of the call-in by the Lead Call-in member followed by questions from Scrutiny Management Panel members.
3. Response from relevant Lead Cabinet member followed by questions from Scrutiny Management Panel members.
4. A further response may then be made by the Lead Call-in member
5. The Lead Call-in member may then sum up his case
6. The Lead Cabinet member may then sum up his case
7. General debate among Scrutiny Management Panel members followed by a decision.
8. The Panel would then either resolve to take no action (in effect endorsing the original decision) or refer the matter back to Cabinet for further consideration, setting out the nature of its concerns that are to be addressed in conjunction with the original matter.

NB The Lead call-in member who presented to Scrutiny Management Panel would not be allowed to speak again or vote on the item.