

**GOVERNANCE AND SCRUTINY COMMITTEE:
PROCEDURE FOR CONSIDERATION OF CALLED IN CABINET DECISIONS**

PRIOR TO COMMENCEMENT OF THE HEARING THE CHAIR WILL INTRODUCE THE AGENDA ITEM IN THE NORMAL WAY AND OUTLINE THE STAGES OF THE PROCEDURE AS OUTLINED HEREUNDER.

HEARING BEGINS

- 1. THE CHAIR WILL INVITE THE FIVE SIGNATORIES TO THE CALL-IN NOTICE (OR ANY OF THEM WHO WISH TO SPEAK) AND ALSO THE CABINET PORTFOLIO HOLDER(S)/SENIOR OFFICER(S) TO BE APPROPRIATELY SEATED AT THE MEETING TABLE.**
- 2. THE FIVE SIGNATORIES TO THE CALL-IN NOTICE (OR ANY OF THOSE WHO ARE PRESENT AND WISH TO SPEAK) WILL HAVE THE OPPORTUNITY TO ADDRESS THE COMMITTEE IN SUPPORT OF THE CALL-IN AS SET OUT IN WRITING WITHIN THE CALL-IN NOTICE.**
- 3. THE RELEVANT CABINET PORTFOLIO HOLDER(S), ACCOMPANIED BY THE APPROPRIATE SENIOR OFFICER(S) WILL THEN HAVE THE OPPORTUNITY TO OUTLINE THE REASON(S) FOR THE CABINET'S DECISION AND RESPOND TO THE TERMS OF THE CALL-IN.**

Stages 2 and 3 provide an opportunity for the parties to make their respective cases, and there shall be no involvement in, or contribution to, the Hearing process by any other third party.

- 4. MEMBERS OF THE COMMITTEE MAY THEN ASK QUESTIONS OF THE SIGNATORIES TO THE CALL-IN NOTICE AND/OR THE RELEVANT PORTFOLIO HOLDER(S) AND THE SENIOR OFFICER(S).**

Stage 4 presents an opportunity for Members to obtain further information and/or clarification from the parties to the Hearing on submissions made during Stages 2 and 3, and not to comment on the merits or otherwise of the call-in.

HEARING CLOSES

- 5. THE CHAIR WILL THEN INSTRUCT THE SIGNATORIES TO THE CALL-IN TOGETHER WITH THE RELEVANT PORTFOLIO HOLDER(S) AND THE SENIOR OFFICER(S) TO WITHDRAW TO THE PUBLIC GALLERY.**
- 6. THE CHAIR WILL CONFIRM TO THE MEETING THE FINAL STAGES OF THE CALL-IN PROCESS, viz:-**
 - Where the Governance and Scrutiny Committee agrees with a decision of Cabinet, that decision can be implemented without further delay; or**

- **Where the Governance and Scrutiny Committee does not agree with a decision of Cabinet it will be referred back to Cabinet with recommendations for alternative action as determined by the Governance and Scrutiny Committee.**

COMMITTEE DECISION

7. COMMITTEE DISCUSSION, MOTIONS AND DECISION.

At Stage 7, the Committee will consider and determine the matter. Only members of the Committee may participate in this stage and there shall be no involvement in, contribution to, or influence on the Committee's deliberations at this stage by any other party.

8. THE HEAD OF DEMOCRATIC SERVICES OR REPRESENTATIVE WILL CONFIRM THE DECISION OF THE COMMITTEE

10 February 2010

SN/FM