

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

The procedure to be followed at meetings of the Governance and Scrutiny Committee in relation to Cabinet decisions called in for consideration is as follows:-

1. The Chair will introduce the Agenda item in the normal way and immediately follow on by outlining the stages of the procedure as outlined hereunder.
2. The Chair will invite the five signatories to the call in notice and Cabinet portfolio holder(s)/Senior Officer(s) to be appropriately seated at the meeting table.
3. The five signatories to the call in (or any of them who wish to speak) will have the opportunity to address the Committee to explain their call in request.
4. The relevant Cabinet portfolio holder(s), accompanied by the appropriate Senior Officer(s) will then outline the reason(s) for the Cabinet's decision.
5. Members of the Governance and Scrutiny Committee will then have the opportunity to put questions to, and seek clarification on matters raised during stages 3 and 4 above from, any of the five signatories to the call in request and/or the relevant portfolio holder(s) and the Senior Officer(s).
6. The Chair of the Governance and Scrutiny Committee will inform all parties present of the final stages to the call in process.
7. The five signatories to the call in notice as appropriate and the relevant portfolio holder(s) and Senior Officer(s) will then return to the public gallery.

7 November 2007

SN/FM