

# CALL-IN PROCEDURE NOTE

1. The Chair of the Overview & Scrutiny Committee/Sub-Committee will welcome all present and explain the purpose of the meeting, which is to consider a decision the subject of Call-In.
2. The “Sponsor” and the supporter (if applicable) of the Call-In will explain the reasons for the Call-In (as detailed in writing on the submitted Call-In form).
3. A Cabinet Member (usually the Portfolio Holder) will then be invited to explain the rationale for the decision and state why they feel it was taken in the interests of residents.
4. Officers present will be invited to comment on the reasons for the recommendations in their report/their advice to the Cabinet.
5. The Chair will then invite Overview & Scrutiny Members to ask questions (if any) of:-
  - the sponsor of the Call-In;
  - the Portfolio Holder;
  - Officers present;
6. The Chair will then invite the sponsor of the Call-In to sum up.
7. The Chair will then invite the Portfolio Holder to sum up and respond to the issues/concerns raised.
8. The Overview & Scrutiny Committee/Sub-Committee will then discuss and reach a decision on the Call-In. The options available to the Committee/Sub-Committee are:
  - To release the Cabinet decision in full for implementation;
  - To release the Cabinet decision in part for implementation, and refer the outstanding part of the decision back to the decision making body for reconsideration, setting out in writing the nature of its concerns; or
  - To refer the decision back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns. The decision maker shall then reconsider amending the decision or not, before adopting a final decision.
9. At this point, the Committee/Sub-Committee will come to a decision, which will be moved and seconded and voted upon.

***Note: Following the meeting, and in accordance with the Hyndburn Borough Council Constitution – Part 4 – Rules of Procedure (Overview & Scrutiny Procedure Rules) C14.d – Call-In – if the Overview & Scrutiny Committee refers a decision back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns, then:-***

- ***the Member who sponsored the Call-In may attend the relevant Cabinet meeting to make representations on the item, as may the Chair of the relevant Overview and Scrutiny Committee if he/she supported the Call-In.***