

**PROTOCOL ON CONSIDERATION AND REPORTING ON EXECUTIVE
DECISIONS CALLED IN BY OVERVIEW AND SCRUTINY**

ANNEX - WITHDRAWAL OR MODIFICATION OF CALL-IN

1. The Council's requirements for a validated 'Call-In' are set out within the Constitution. A valid call-in may be withdrawn at any time by the lead signatory.
2. In accordance with these requirements, the lead signatory to a valid call-in, or the relevant Portfolio Holder, may request a meeting with the Chairman of the Overview and Scrutiny Committee prior to the call-in being considered by the Committee (if necessary), in order to discuss the following:
 - (a) the possibility of reaching agreement on removing any objections to the decision in question which are raised in the call-in request; or
 - (b) the withdrawal of a call-in; or
 - (c) the management of the call-in debate at a meeting of the Overview and Scrutiny Committee.
3. Once formally requested by either the lead signatory to the call-in or the relevant Portfolio Holder, the meeting with the Chairman of the Overview and Scrutiny Committee will be held as soon as possible following the receipt of a valid call-in. Arrangements for the meeting will be made by the Democratic Services Section, in consultation with the Chairman of the Overview and Scrutiny Committee.
4. When convened, the meeting will be chaired by the Chairman of the Overview and Scrutiny Committee. The proceedings of the meeting will be conducted in a formal manner in order to ensure that proper consideration is given to the call-in. The meeting will be supported by the relevant chief officer relating to the decision subject of the call-in, together with appropriate Democratic Services officers. The lead signatory may be accompanied at the meeting by no more than one other member signatory to the call-in.
5. At the meeting, those in attendance will receive:
 - (a) copies of all documentation submitted to the cabinet or an individual Portfolio Holder on which the decision subject of the call-in was based;
 - (b) a copy of the written notification of the call-in, including the names of the relevant Councillors who have requested the call-in and their grounds for so doing; and
 - (c) any other relevant documentation.

Procedure

6. The following procedure will be adopted at the meeting:
 - (a) the lead signatory to the call-in will present the case for the reconsideration of the decision subject of the call-in, supported by other member signatories as appropriate;

- (b) the Portfolio Holder will have the opportunity to ask questions of the lead signatory in relation to his/her proposal. The Chairman of the Overview and Scrutiny Committee may also ask questions of the lead signatory at this stage; and
 - (c) the Portfolio Holder responsible for the decision subject of the call-in will explain the reasons for the decision that has been made (either by the Cabinet or by the Portfolio Holder individually). The lead signatory to the call-in (and other supporting members present) will have the opportunity to ask questions of the Portfolio Holder in relation to the decision. The Chairman of the Overview and Scrutiny Committee may also ask questions of the Portfolio Holder at this stage.
7. Having considered the representations of the lead signatory (and other signatories) to the call-in and the Portfolio Holder, the Chairman of the Overview and Scrutiny Committee will determine whether it has been possible to reach agreement on the removal of the objections made to the decision subject of the call-in, and whether the call-in can therefore be withdrawn or modified as appropriate.
 8. In accordance with the Council's existing arrangements for the management of call-in requests, where the lead signatory agrees to withdraw or modify the call-in as a result of this procedure, he/she shall notify each of their fellow signatories as soon as practicable. The withdrawal or modification of the call-in shall also be reported to the Overview and Scrutiny Committee and, if a call-in is withdrawn, the circumstances will be notified to all members through the Council Bulletin. The Democratic Services Section will undertake these reporting requirements.
 9. If, in the opinion of the Chairman of the Overview and Scrutiny Committee, it has not been possible to reach agreement at the meeting on the removal of the objections to the decision in question, such that the call-in can be withdrawn, it will stand referred to the Overview and Scrutiny Committee for consideration, in accordance with the protocol set out in the Constitution. The meeting may at this stage, give consideration to the management of the call-in debate by the Committee.