

## Process for handling Pre-Decision Call In at the Meeting

### Pre-Decision Called-in Item: *Insert Name of Item*

The order of business will be as follows:

- a) One of the Calling In Members (*or more at the Chair's discretion*) will be invited to address the Committee on the reasons for their pre-decision call-in - *3 minutes*
- b) The Committee Members will be invited to question the calling in speaker on their reasons
- c) The Executive Member will be invited to attend the meeting to address the Committee on the issue and respond to the reasons for calling in– *3 minutes*
- d) Committee Members will then question the Executive Member, if required
- e) Officers will be invited to address any issues raised by the Calling In Members and to provide updates (if any) on the called in item
- f) The Committee Members will be invited to question the Officers, if required
- g) Members will then debate the item, considering the reasons for call-in and any comments made by speakers at the meeting, whilst having regard to the information in the Officer's report. The Committee can then *either*:
  - o Agree comments or recommendations for submission to the Executive Member, to take into account when making *his/her* decision *or*
  - o Decide not to make any specific comments/recommendations to the Executive Member on the issue in hand
- h) The Executive Member will then consider whether they are in a position to make a decision, on the issue immediately following the calling-in debate, having heard the comments /recommendations made by the Scrutiny Committee on the issue.