

### CALL IN SUB-COMMITTEE - PROCEDURE AT MEETING.

1. The Chair explains the purpose of the meeting and the decisions which the Sub-Committee is able to take.
2. Callers-in present their case, explaining reasons for calling in Cabinet's decision.
3. Members of the Panel ask questions and seek clarification from the callers in.
4. The Strategic/ Service Director and Mayor/Cabinet member will explain the background to the decision.
5. Members of the Panel ask questions and seek clarification from the Mayor/ Cabinet member and Strategic/Service Director.
6. General debate during which Panel members may ask questions of both parties with a view to helping them make up their mind.
7. The Chair sums up and identifies the key issues arising out of the debate.
8. The Panel resolves either;
  - to take no further action
  - to refer the matter back to Cabinet -with issues (to be detailed in the minute) for Cabinet to consider before taking its final decision.
  - to refer the matter to Full Council for a wider debate (NB: Full Council may decide either to take no further action or to refer the matter back to Cabinet with specific recommendations for them to consider prior to decision taking)