APPENDIX 2

CALL - IN PROCEDURE NOTE
Cabinet Member – Locality Services Decision 3 November 2021 - Revised Recreation Pressure Information Note - Draft for Consultation and Development Management Purposes

The Chair to explain the call-in process as follows:

A – Is the call-in valid? – Democratic Services Officer to advise

B – To determine whether the Committee is concerned about the decision as follows:

1. 1 of the 3 Councillors that have called-in the decision to address the Committee explaining the reason for call-in. (No more than 5 minutes)

2. Leader of the Council and/or the Cabinet Member – Planning and Building Control to explain the decision and the reasons why it was taken. (No more than 5 minutes)

3. Officer Representative(s) to report on the issues and the reasons for their recommendation and advice to the Cabinet Member – Planning and Building Control. (No more than 5 minutes)

4. Committee Members to ask questions of:
    (a) the lead call-in Member
    (b) the Leader of the Council and/or Cabinet Member – Planning and Building Control
    (c) officer representative(s)

5. Leader of the Council and/or Cabinet Member - Planning and Building Control to sum up (No more than 5 minutes)

6. Lead call-in Member to sum up (No more than 5 minutes)

7. Is the Committee concerned about the decision in the light of what it has heard?

    (i) No the Committee is not concerned; or
    (ii) The Committee is concerned and should proceed to option (a) or (b) below

    The options are:

    (a)   Referral of the matter back to Cabinet Member –Planning and Building Control for consideration setting out the nature of the Committee's concerns; or

    (b)   referral of the matter to Council to decide whether it wishes to object to the decision. (NB. The Secretary of State in his guidance recommends that Overview and Scrutiny Committees should only use the power to refer matters to the full Council if they consider that the decision is

contrary to the policy framework or contrary or not wholly in accordance with the budget.)