

Appendix A

Withdrawal or Modification of Call In

1. The Council's requirements for Call In are set out within in the Scrutiny Procedure Rules in Part 4 of the Constitution. A valid call in can be withdrawn at any time by the lead signatory (the member calling in the decision).
2. Following a valid Call In, the lead signatory, or the relevant Portfolio Holder, may request a meeting with the Chair of the Call In Sub Committee prior to the Sub Committee taking place, in order to discuss:
 - 2.1. The potential removal of objections raised in the Call In request; or
 - 2.2. The withdrawal of the Call In; or
 - 2.3. Whether the Cabinet or Portfolio Holder decision could be amended to take account of objections; and
 - 2.4. The anticipated structure of the debate at the Call In Sub Committee.
3. The meeting with the Chair of the Call In Sub Committee will be arranged as soon as possible and will be attended by relevant Councillors, Chair of the Scrutiny Committee and Officers, including up to one additional supporting signatory of the Call In request. The following documents will be supplied to those in attendance:
 - 3.1. Documents considered by the Decision Taker;
 - 3.2. The Call In Notice; and
 - 3.3. Other relevant documentation.
4. The meeting will have the following procedure:
 - 4.1. The lead signatory presents their case and the reasons for Call In;
 - 4.2. The Portfolio Holder and the Chair of the Sub Committee may ask questions of the lead signatory;
 - 4.3. The Portfolio Holder will set out the reasons why the decision has been taken; and
 - 4.4. The signatories, and the Chair of the Sub Committee, may ask questions of the Portfolio Holder.

5. Having considered the representations, the Chair of the Sub Committee will consider whether there can be an agreement to withdraw or modify the Call In. The lead signatory will determine whether the Call In can be withdrawn or modified.
6. If it's agreed to modify the Call In request, the Sub Committee will be notified of the changes as soon as possible. Where it is withdrawn, all Councillors will be notified together with actions agreed by the decision taker if appropriate.
7. Where no agreement to withdraw the Call In is reached, the matter will still be referred to the Sub Committee within the timescales set out with the council constitution.