



Process for managing the Call In

- 1. All those to be interviewed should be present throughout but seated away from the Committee.**

It is important that when someone is interviewed they have a full understanding of the Committee's concerns and what other interviewees have said. If someone is not present throughout then they will be disadvantaged in this regard. The process will not have been fair to them and their contribution will be diminished as will any decision of the Committee. There may be some interviewees whose involvement is peripheral and who may leave after interview if they wish and the Committee agrees.

- 2. If appropriate, legal and financial advice should be given and considered.**
- 3. The proposer of the Call-In may, if he/she wishes, make a presentation outlining his/her main concerns to help focus issues.**

This should concentrate on any perceived deficiencies in the process by which the decision was made, and whether all relevant issues were taken into account and given due weight; it should not be simply be an argument for an alternative decision to be made.

- 4. Interviewees are to be called to the Committee table one at a time and allowed to make a presentation of up to 5 minutes without interruption.**

Thereafter Members of the Committee may ask questions. The questions must be courteous and relevant. If an interviewee does not possess knowledge or information to answer a question then he or she must not be pressed.

- 5. At the conclusion of each interview the interviewee should be asked if there is anything he/she wishes to add/clarify and should be allowed so to do.**
- 6. At the conclusion of all interviews all interviewees should be asked if they wish to add or clarify anything and should be allowed so to do.**
- 7. The Committee will consider all relevant matters, debate the issues and decide which of the resolutions set out below it wishes to adopt.**
 - Support the decision
 - Refer back to Decision Taker (with or without recommendations)
 - Refer to Council (only applicable if the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget).