

**Call-In Hearing Timetable**  
(Title of report)

<b>Meeting</b>		<b>Timetable</b>
1.	Welcome by Chair of Committee	10.00 am*
2.	Opening Statement by signatories to the Call-In - the signatories' spokesperson will outline the reasons for Call-In	10.05 am
3.	Clarification by Committee Members - Panel Members raise issues of clarification with signatories to the Call-In	10.20 am
4.	Opening Statement by Decision-Makers - the relevant decision-makers, with support from appropriate officers, will outline the reasons for their decision and the issues that they took into account (this could include the Leader of the Council and/or the relevant portfolio holder)	10.35 am
5.	Clarification by Committee Members - Panel Members can raise issues of clarification with the decision-makers	10.50 am
6.	Public Participation (Councillors) - councillors who are not signatories may attend to give evidence on issues raised by the Call-In (up to 5 minutes each) - Panel Members may seek clarification on points raised by councillors	11.10 am
7.	Public Participation (Public) - members of the public may attend to give evidence on issues raised by the Call-In (up to 5 minutes each – it is recommended that pressure groups are represented by 1 speaker) - Committee Members may seek clarification on points raised by members of the public	11.30 am
<b>BREAK</b>		11.50 am
8.	Committee Questions - Committee Members can ask any outstanding questions of the decision-makers	12.20 pm
9.	Signatories to the Call-In have the opportunity to identify any outstanding questions through the Chair. The Chair will then look to the decision-makers to respond to the Panel on those issues.	12.40 pm
<b>BREAK – COMMITTEE WITHDRAW TO FORMULATE DECISION</b>		<b>1.00 pm (Lunch) Committee reconvene at 2:30 pm</b>
10.	Committee reconvenes to read out their decision and the reasons for this, which will be in accordance with the Council Procedure Rules: (1) take no further action and free the decision for implementation (2) refer it back to the Cabinet with recommendation/s for amendment (3) in exceptional circumstances, refer to the next Council (only if the decision is not in line with the budget or any policy previously agreed by the Council. This can only be done with advice from the relevant senior officers and the Head of Legal Services.)	

\*please note that the timings are for guideline purposes only and are subject to change on the day