

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

Appx 6

Meeting		Timetable
1.	Welcome by Chair of Committee	
2.	The lead signatory to the Call-In will explain his/her concerns as set out in the Notice of Call-In	
3.	Public Participation - members of the public may attend to give evidence relevant to the grounds of the Call-In (up to 5 minutes each – it is recommended that pressure groups are represented by 1 speaker)	
4.	Cabinet Member will respond to the concerns raised by the Signatories and public with support from appropriate officers and will explain the reasons for the decision and the issues that Cabinet took into account	
5.	Clarification by Committee Members - Committee Members can raise issues of clarification throughout the process	
BREAK – COMMITTEE WITHDRAW TO FORMULATE DECISION		
6.	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.)	