

**Call-In Hearing Timetable
(Carephones)**

Meeting		Timetable ¹
1.	Appointment of Chair	2pm
2.	Introduction by Chair of Panel - explanation of conduct of the meeting	2.05pm 5 minutes
3.	Lead Signatory's Statement Explanation of reasons set out in call in request and any supporting evidence Clarification: Panel Members may seek clarification on anything that has been said.	2.10 pm 15 minutes
4.	Public Participation (Councillors) - councillors who are not signatories may attend to give evidence relevant to the reasons set out in the Call-In request (up to 5 minutes each) Clarification: Panel Members may seek clarification on points raised by councillors	2.25 pm 15 minutes
5.	Public Participation (Public) - members of the public may attend to give evidence on the reasons set out in the call on request (up to 5 minutes each – it is recommended that pressure groups are represented by 1 speaker) Clarification: Panel Members may seek clarification on points raised by members of the public	2.40 pm 15 minutes
6.	Decision-Makers Statement The relevant decision-makers, with support from appropriate officers, will: - respond to the reasons set out in the call in request - Have the opportunity to respond to any information that has been raised during the discussion at the meeting. Clarification: Panel Members can raise issues of clarification with the decision-makers	2:55 pm 30 minutes

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7.	<p>Final Panel clarification</p> <p>- If required, Panel Members can ask any outstanding questions of any of those who have presented information at the meeting</p>	<p>3:25 pm</p> <p>10 minutes</p>
BREAK – COMMITTEE WITHDRAW TO FORMULATE DECISION		
8.	<p>The Panel will reconvene to read out their decision and the reasons for this which will be in accordance with the options set out in the Council Procedure Rules:</p> <p>(1) take no further action and free the decision for implementation *</p> <p>(2) refer it back to the Cabinet with recommendation/s for amendment</p> <p>(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**.</p> <p><i>* The Panel may identify areas of learning for Cabinet to consider which do not require the original decision to continue to be suspended from implementation.</i></p> <p><i>** This can only be done with advice from the relevant senior officers and the Service Director for Legal, Governance and Commissioning Head of Legal Services.</i></p>	

1. Please note that the timings are for guideline purposes only and are subject to change on the day at the discretion of the Chair of the meeting.