

**Call-In Hearing Timetable**  
**Revision of Car Parking Tariffs / Charges**

Meeting		Timetable <sup>1</sup>
1.	<p><b>Introduction by Chair of Panel</b></p> <ul style="list-style-type: none"> <li>- explanation of conduct of the meeting</li> </ul>	10am
2.	<p><b>Lead Signatory's Statement</b></p> <p>Explanation of reasons set out in call in request and any supporting evidence.</p> <p><b>Clarification:</b> Panel Members may seek clarification on anything that has been said.</p>	20 minutes
3.	<p><b>Public Participation (Councillors)</b></p> <ul style="list-style-type: none"> <li>- 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)</li> </ul> <p><b>Clarification:</b> Panel Members may seek clarification on points raised by councillors</p>	20 minutes
4.	<p><b>Public Participation (Public)</b></p> <ul style="list-style-type: none"> <li>- 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)</li> </ul> <p><b>Clarification:</b> Panel Members may seek clarification on points raised by members of the public</p>	30 minutes
5.	<p><b>Decision-Makers Statement</b></p> <p>The relevant decision-makers, with support from appropriate officers, will:</p> <ul style="list-style-type: none"> <li>- respond to the reasons set out in the call in request</li> <li>- Have the opportunity to respond to any information that has been raised during the discussion at the meeting.</li> </ul> <p><b>Clarification:</b> Panel Members can raise issues of clarification with the decision-makers</p>	40 minutes
6.	<p><b>Final Panel clarification</b></p> <ul style="list-style-type: none"> <li>- If required, Panel Members can ask any outstanding questions of any of those who have presented information at the meeting</li> </ul>	10 minutes

**Call-In Hearing Timetable**  
**Revision of Car Parking Tariffs / Charges**

<b>BREAK – COMMITTEE WITHDRAW TO FORMULATE DECISION</b>		
7.	<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.