

Appendix 2

Call-In Hearing Timetable Waste Disposal Contract – Household Waste Recycling Centre Efficiency Savings

Meeting		Timetable ¹
1.	<p>Introduction by Chair of Panel</p> <p>Explanation of the conduct of the meeting</p>	4:00 p.m.
2.	<p>Lead Signatories Statement</p> <p>Explanation of reasons set out in call-in request and any supporting evidence.</p> <p>Clarification: Panel Members may seek clarification on anything that has been said.</p>	Up to 20 minutes
3.	<p>Public Participation (Councillors)</p> <p>Councillors who are not signatories may attend to give evidence relevant to the validated areas of focus (up to 5 minutes each)</p> <p>Clarification: Panel Members may seek clarification on points raised by Councillors</p>	Up to 20 minutes
4.	<p>Public Participation (Public)</p> <p>Members of the public may attend to give evidence in respect of the areas of focus (up to 5 minutes each. It is recommended that pressure groups are represented by 1 speaker)</p> <p>Clarification: Panel Members may seek clarification on points raised by members of the public</p>	Up to 30 minutes
5.	<p>Decision-Makers Statement</p> <p>The relevant decision-makers, with support from appropriate officers, will:</p> <ul style="list-style-type: none"> - respond to the validated areas of focus - Have the opportunity to respond to any information that has been raised during the discussion at the meeting. <p>Clarification: Panel Members can raise issues of clarification with the decision-makers</p>	Up to 40 minutes

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6.	Final Panel Clarification If required, Panel Members can ask any outstanding questions of anyone who has presented information at the meeting	Up to 10 minutes
BREAK – COMMITTEE WITHDRAW TO FORMULATE DECISION		
7.	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: (1) take no further action and free the decision for implementation * (2) refer it back to the decision maker with recommendation/s for amendment (3) in exceptional circumstances, refer to the next meeting of Council - only if the decision is not in line with the budget or any policy previously agreed by the Council**. <i>* The Panel may identify areas of learning for the decision-maker to consider which do not require the original decision to continue to be suspended from implementation.</i> <i>** This can only be done with advice from the relevant senior officers and the Service Director for Legal, Governance and Commissioning</i>	

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.