

## *CALL OVER TERMS OF REFERENCE*

Membership: Director of Legal and Democratic Services  
Head of Legal Services  
Head of Democratic Services  
Head of Compliance  
Insurance and Risk Manager

Frequency of meetings: Weekly on a Thursday

Time: 12.00 – 13.00

Terms of Reference:

To be the final Quality Check for all reports going to member meetings (or member decisions) to ensure all the relevant issues are covered. But this does NOT apply to the standard reports to Planning or Licensing on “application” matters or reports to the General Purposes (Appeals) Sub Committee on grievance or disciplinary matters.

Background Info:

No report should go to any member level meeting or to a cabinet member for a delegated decision without clearance from Call Over.

This is the very final check and all reports should have been considered by all relevant officers from finance, legal, risk (as in the check list) before coming to call over. If reports have not been seen by the relevant officers there is a very high chance that they will not be released for the appropriate meeting and this will cause delay and embarrassment.

Report authors are expected to attend and any comments from Call Over are to be incorporated in the report – unless agreed otherwise with either the Director of Legal and Democratic Services or whoever requested the amendment.

Despatch of papers: Tuesday before in electronic form

Deadlines: 12 noon on the Tuesday.

Missed deadline: Papers can be circulated late or at the meeting and in exceptional circumstances approved by the Director of Legal and Democratic Services or the Head of Democratic Services – in such cases a “virtual call over” using email can be held.