

Call Over - Terms of Reference

Membership: Head of Legal Services and Monitoring Officer
Principal Lawyer (Litigation)
Treasury Finance Manager
Communications Officer

Frequency of meetings: Weekly on a Wednesday

Time: 10.00 – 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.

This does NOT apply to the standard reports to Planning or Licensing on “application” matters, or reports to the Appeals Sub Committee on grievance or disciplinary matters.

Background Info:

No report should go to any member level meeting 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 Head of Legal Services or whoever requested the amendment.

Despatch of papers: Monday before in electronic form

Deadlines: 12 noon on the Monday.

Missed deadline: Papers may be circulated late or at the meeting and in exceptional circumstances a “virtual call over” using email can be held with the Chairman’s agreement.