

CALL-IN PROCESS

1. Draft minutes of all Executive Board meetings will be sent to members of the Forum within 10 working days of the meeting taking place and specific attention drawn to the decisions made (in a covering email). Where a delay is anticipated in the distribution of the draft minutes, an alternate means of highlighting decisions made will be employed, within a reasonable period of time.
2. The LEP Chairman will trigger meetings of the *full* Forum to deal with Reserved Matters or, if in his opinion, an item of business necessitates the attention of the full membership, e.g. something that will have an adverse or significant impact on the economy of Thames Valley Berkshire.
3. However if, during the routine oversight of Board decisions by the Forum, a decision:
 - I. has been taken in breach of any aspect of the LEP's constitution;
 - II. has been taken without due regard to the lawfulness and/or riskiness of the decision or any action required pursuant to it, e.g. something that will have an adverse impact on the economy of Thames Valley Berkshire;
 - III. is outside the scope of the Executive Board's delegated authority;

then a call-in may be triggered, provided that at least three further members of the Forum are in agreement with the concerned member. This is to hold off on any action being taken in pursuit of the challenged decision until such time as there is an opportunity for further discussion at the *full* Forum.

4. The procedure for invoking the call-in is as follows:
 - a. a decision taken by the Executive Board (in circumstances other than those qualifying as urgent) is published and circulated to Forum members; this triggers the start of the five-day period during which it is open to members to invoke the call-in procedure;
 - b. the concerned member must have the agreement of at least three further members to invoke the call-in process and must be able to show that the reason for their concern falls into one of the three grounds 3. (i) to (iii) above;
 - c. the concerned member must notify either the Chairman or the CEO in writing within the allotted five-day period stating the grounds for the call-in and briefly summarising an alternative or a solution that would address their concern, and identifying the other members of the Forum who are in support of the call-in;
 - d. the Chairman and/or the CEO will discuss with the concerned member the reason for their concern with a view to determining whether the issue can be addressed easily (and to the satisfaction of all parties) without resorting to further discussion at the Executive Board;
 - e. if attempts to resolve the matter directly between the concerned member and the Chairman and/or the CEO fail or are not resolved within seven days, then the Chairman and/or the CEO will consult with the Executive Board to determine the most appropriate course of action to address the concern raised, which could include (but will not be limited to) agreeing to overturn the decision that is the subject of the call-in or referring the matter to the *full* Forum for further discussion;
 - f. if such a discussion at the full Forum fails to resolve the concern, the Nominations and Governance Committee will engage suitably experienced and relevant industry experts in order to provide an independent mediation function for a further meeting of the *full* Forum