

Overview & Scrutiny Procedure Rules

Call-In Request

I am / We are exercising the right to call-in a decision in accordance with the Overview and Scrutiny Procedure Rules on the basis that:

1. Details of the Decision to be Called-In

1.1 The decision to be called-in is the decision which was taken on *[insert date]*:

1.2 And the decision was to:

1.3 The decision was:

- A Cabinet decision; or
- A key decision made by an officer with delegated authority from the Cabinet or under joint arrangements.

[delete as appropriate]

2. Grounds for Call-In

2.1 The reason for the request for call-in is that I/we have evidence which suggests that the decision was not taken in accordance with one or more of the principles of Decision Making in Article 13 of the Constitution as indicated below:

- Proportionality (i.e. the action must be proportionate to the proposed outcome);
- Due consultation and the taking of professional advice from officers;
- Respect for human rights;
- A presumption in favour of openness;
- Clarity of aims and desired outcomes;
- Due regard for the Council's environmental objectives;
- Due regard for the Council's duties in relation to crime and disorder; or
- Clear explanations of the options considered and the reasons for the decision reached.

[delete as appropriate]

2.2 The evidence suggesting that the decision was not taken in accordance with the principle(s) indicated in 2.1 is that:

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3. Councillor(s) requesting Call-In

3.1 This request is delivered by:

Name: Signed:	
Name: Signed:	
Name: Signed:	
Name: Signed:	
Name: Signed:	

Date:

*Note:
A request to call-in may only be made by:*

- *The Chairman of the Scrutiny Board; or*
- *3 members of the Scrutiny Board; or*
- *5 members of the Council not on the Scrutiny Board.*

*All completed forms should be addressed and delivered to the Monitoring Officer by hand, post or email within **5 clear working days** of the publication of the decision.*