

‘CALL – INS’
(Council Procedure Rule 18)

Notice of a ‘call-in’ must be received by the Chief Executive within 5 working days of the publication of the relevant Executive minutes.

(For a Thursday meeting, the minutes are published on the Monday following the meeting. Therefore, the call-in request must be received by 5pm on the Monday following publication of the minutes)

1. Decision ‘called-in’:

Minute Reference:

2. Call-in requested by: (please tick as appropriate)

• **Chairman of Scrutiny**

Name (please print)	Signature

• **3 Members of Scrutiny**

Name (please print)	Signature

• **4 other Members**

Name (please print)	Signature

3. Reason(s) for the ‘Call-in’:

Call-ins are only valid where there is evidence to suggest that the decision:

- a) was not taken in accordance with the principles of decision making set out in Article 13 of the Constitution; or
- b) where it was outside the Council’s adopted budget and policy framework.

Each principle of decision-making is listed below. Please indicate which principle(s) you think the decision has not been taken in accordance with and provide supporting evidence for each.

Proportionality (i.e. action must be proportionate to the desired outcome)

Evidence:

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Due consultation & taking of officers' professional advice

Evidence:

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Respect for Human Rights

Evidence:

(Please cite the precise article of the Human Rights that you believe has been contravened, with your supporting evidence)

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A presumption in favour of openness

Evidence:

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Clarity of aims and desired outcomes

Evidence:

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**Compliance with the Local Authorities
(Executive Arrangements) (Access to Information)
(England) Regulations 2000**

Evidence:

(Please cite the regulation which you believe has been contravened)

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Observance of the Members' Code of Conduct

Evidence:

(Please cite the principle of the Members' Code of Conduct which you believe has been contravened)

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Not within policy

Evidence:

(Please quote the relevant policy or strategy and how the decision taken is contrary to that)

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Not within budget

Evidence:

(Please note that you are required to seek the advice of the Chief Finance Officer when citing this as a reason for call-in)

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Office Use

Received on behalf of the Head of Paid Service by:

..... (signature)

Date:.....

Time:.....

Monitoring Officer's Report:

(In accordance with Procedure Rules, it is the role of the Monitoring Officer to advise on the appropriateness of any call-in).