

Attn: Head of Legal and Democratic Services

## REQUEST FOR CALL-IN

Dated .....

I would like to call in the decision as detailed below:

Decision making body or individual

Date decision made

What decision do you want the Overview and Scrutiny Committee to consider

If the reason for the call-in is that the decision was outside the policy or budget framework, please give an explanation

If there is another reason for the call-in, please state which of the principles of decision making set out in Article 12 of the Constitution has/have been breached (please tick)

		Tick
1.	the decision was not reasonable within the common meaning of the word, ie it was not a rational decision based on sound judgement	
2.	the decision was not reasonable within the legal meaning of "reasonableness", ie all relevant considerations were not fully taken into account in reaching the decision and all irrelevant ones disregarded	
3.	the decision was not proportionate (ie the action was not proportionate to the desired outcome)	
4.	the decision was not taken on the basis of due consultation and professional advice from officers	
5.	human rights were not respected and consideration was not given as to whether the decision would give rise to any implications under the Human Rights Act 1998 and the European Convention on Human Rights	
6.	the decision was not taken in compliance with Council's schemes of delegation, financial rules and instructions relating to contracts	
7.	when making the decision, a presumption in favour of openness was not applied and a clarity of aims and desired outcomes was not displayed	
8.	careful consideration was not given as to whether there was a personal interest that should have been declared	
9.	in the case of an executive decision taken by the Cabinet, or an individual Member of the Cabinet, or an Officer (where the decision is a key decision), a proper record of the decision was not made together with a record of the reasons for the decision, details of any alternative options considered and rejected and any conflicts of interest	

**Reason for calling in the decision**

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**Suggested Witnesses and documentation** (please note that the final decision on witnesses to be invited and documentation to be considered at the call-in meeting will rest with the Chairman of the Overview and Scrutiny Committee)

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**Members calling in the decision\***

1	Signed .....
2	Signed .....
3	Signed .....
4	Signed .....
5	Signed .....

\*NB Call-in can be requested by 5 Members of the Council **OR** by the leader of any Group with at least 5 Members **plus** a further three members of that leader's group.