

**Overview and Scrutiny Call In Request**

Title of Report	
Date Decision Made	
Decision made by: (Cabinet/Officer)	

The following signatories request that the above decision be called in:

*At least 3 Members acting together may call-in a decision not specifically ward-related or an individual Member may call-in a decision if it directly concerns his/her ward, provided the call-in request meets the criteria.*

	Name	Signature
1.		
2.		
3.		

To be filled out by lead signatory

Why is the Decision being called in? (Continue on another page if necessary)

Which Officers/Cabinet Members do you wish to attend the Overview and Scrutiny meeting to answer the call-in and why?

To be filled out by the Overview and Scrutiny Officer

<b>For office use only</b>			
Received by (Signature of Overview and Scrutiny Officer)			
Date		Time	
Call in reported to		on	

In accordance with the following criteria		
(i)	the decision has been made without compliance to Standing Orders;	
(ii)	the decision is outside the Terms of Reference of the delegated authority of the decision maker;	
(iii)	the decision is in conflict with existing policy or the Corporate Plan;	
(iv)	there is no budget, or insufficient budget provision to implement the decision;	
(v)	That the information contained within the report and/or the process leading to the decision, was incomplete or inaccurate.	
Does not meet criteria		