

SCRUTINY CALL IN REQUEST FORM

Appendix A

Note: At least five members are required to sign the form for the Call-in request to be valid.

DECISION DETAILS		DECISION MAKING BODY	
DATE OF MEETING	SUBJECT HEADING	DATE CALL-IN FORM RECEIVED	
Has the decision on this matter been subject to prior consideration by the Overview and Scrutiny Board		YES	
		NO	

PLEASE COMPLETE THE BOX BELOW WITH THE INFORMATION REQUIRED IN PARAGRAPH 6.1 (ii) TO (vi) OF THE CALL-IN PROTOCOL

SIGNATURES OF MEMBERS WISHING TO CALL IN THE DECISION (AT LEAST 5 SIGNATURES ARE REQUIRED)

SIGNATURE	PLEASE PRINT NAME	DO YOU WISH TO SPEAK AT COMMITTEE			
-PROPOSER		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
		YES		NO	
NAMES OF ANY WITNESSES YOU WISH TO CALL		AGREED BY CHAIR OF OVERVIEW AND SCRUTINY BOARD			

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NAME	PURPOSE OF ATTENDING COMMITTEE	YES	NO	
		YES	NO	
		YES	NO	
		YES	NO	
		YES	NO	
		YES	NO	
		YES	NO	

****ONCE COMPLETED THIS FORM MUST BE RECEIVED BY DEMOCRATIC SERVICES BY 4PM BEFORE THE END OF THE FIFTH WORKING DAY AFTER THE PUBLICATION OF THE DECISION**

THIS PART OF THE FORM IS TO BE COMPLETED BY THE MONITORING/DEPUTY MONIORING OFFICER

CALL IN REQUEST APPROVED	YES		NO	
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CALL IN REQUEST REFUSED	A	The procedures set out in the Overview and Scrutiny Protocol have not been followed properly.	
	B	A similar decision has been called in to the committee previously.	
	C	The Executive decision was recorded as an urgent decision and is therefore not subject to the call-in procedures.	
	D	The Monitoring Officer, in consultation with the Chair of the Overview and Scrutiny Board considers the call-in to be frivolous, vexatious or clearly outside the call-in provisions.	

DATE ADVISED OF DECISION	
SIGNED:	