

'Call-in' Request Form

This form is for two purposes:

1. Calling in matters considered to be outside the Policy and Budget Framework; or
2. Calling in a decision taken by the Executive or an executive decision taken by an Officer with delegated authority for reconsideration prior to implementation.

1. Call-In of a proposal outside the Policy Framework and Budget Procedure Rules

(Constitution: Policy Framework and Budget Procedure Rules Para 7)

Decision Minute No: _____ Date _____

Decision Title:

Please indicate why the decision is considered to be outside the Policy Framework or Budget. Such requests will be considered by the Overview and Scrutiny Committee.

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2. Call-In of a decision made by the Executive

(Constitution: Overview and Scrutiny Procedure Rules Para 15)

Decision Minute No: _____ Date _____

Decision Title:

Please indicate the reasons for calling in the decision for review

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Please indicate why the decision was not taken in accordance with the decision making principles (attached)

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Please indicate if you request the attendance of any Member or Officer as part of the review of this decision

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Valid requests will be considered by the Overview and Scrutiny Committee.

What is your alternative proposed course of action:

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What is the case for the alternative:

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What documents are required to be considered as part of the Call In? Please list them:

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Signed: Councillor
Councillor
Councillor
Councillor
Councillor

Details of the Call-In organiser

Councillor: (please print)	Signature:	Date:
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Note: A valid request for a Call In must be made by 5 Councillors within 5 working days following the publication of the decision and sent to the Head of Legal and Property Services, Reigate and Banstead Borough Council, Town Hall, Reigate RH2 0SH