**Call-In Request Form**



This form must be completed by either: 10% of the membership of the Council; or a minimum of 40% of the members of the relevant scrutiny committee (rounded up). It must be received by the Monitoring Officer by 5pm on the date specified on the decision notice.

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| Date of Decision: |  |
| Decision to be Called In: |  |

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| --- | --- |
| Reasons for Call-In | Tick |
| 1. | The decision materially departed from the Council’s agreed Budget and Policy framework. |[ ]
| 2. | The decision is either unlawful or not in line with the Access to Information Procedure Rules. |[ ]
| 3. | The decision maker did not sufficiently take into account relevant issues, or there was insufficient evidence or information on which to base a decision. |[ ]

Please set out in detail the evidence that demonstrates the reason(s) selected for call-in. Please note that any reasons for call-in that you wish to make reference to at the meeting must be detailed on this form.

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What alternative or additional steps could be taken to address the above concerns

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Call in Type

Please indicate the type of call-in

|  |  |
| --- | --- |
| 40% Relevant Scrutiny Councillors  |[ ]  10% MKCC Councillors  |[ ]
|  |
| Relevant Scrutiny Committee: | Choose an item. |

Councillor call-In Signatories

Please identify one lead member who will act as the contact point.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Signature (not required if sent by email) | Date | Lead |
| 1. |  |  |  |[ ]
| 2. |  |  |  |[ ]
| 3. |  |  |  |[ ]
| 4. |  |  |  |[ ]
| 5. |  |  |  |[ ]
| 6. |  |  |  |[ ]

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| Parish, Town and Community Councils |
| Is a Parish, Town or Community Council supporting this Call-In?  | Yes |[ ]  No |[ ]
| If yes, please provide the name(s) of the Parish, Town or Community Council(s): |

Notes:

1. At least 2 parties must attend the scrutiny sub-committee to present the call-in, or it falls away.
2. If one or more of the signatories withdraw their support for the call-in by emailing the Monitoring Officer to confirm this, the effect of which is that the minimum required number of signatories is no longer achieved, the call-in falls away.
3. The Clerk of the parish, town or community council must notify the Monitoring Officer by the deadline if they intend to support the call-in.