



**CALL-IN FORM**

**For the Attention of: The Head of Executive and Member Services**

**From:** Councillor \_\_\_\_\_

**Date:** \_\_\_\_\_

*A call in request must be submitted in accordance with the requirements of Standing Order 20, within 5 days of the relevant decision being made or in the case of a key decision made by officers, within 5 days of the date on which the record of the decision is made publicly available in accordance with the Access to Information Rules.*

**Decision:** \_\_\_\_\_  
\_\_\_\_\_

**Date of decision** (or date of public notice for officer decisions): \_\_\_\_\_

**Five non-cabinet members making request (Note: all five members do not have to be listed on or sign the same form):**

	<b>Name of councillor</b>	<b>Signature</b> <i>(only required if submitted in hard copy)</i>
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2		
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**Please provide below an explanation as to why you are calling in the decision and if you are calling in all or part of the decision:**

*(Note: according to the Protocol On Call-in (Part 7 of the Constitution), call-in requests will not be considered valid if they:*

- are used as a means of gaining information/understanding or discussing general concerns with Members and officers,*
- duplicate a call-in on the same issue within the previous six months,*
- are based on reasons already discussed by the relevant Scrutiny Committee prior to the decision being made,*
- concern a decision of the Cabinet referring a matter to Full Council for consideration*
- concern operational management decisions, or*
- are otherwise considered by the Chief Executive to be frivolous, vexatious or clearly outside the call-in provisions.)*

**Please provide below an outline alternative course of action to the decision being called in:**

Please return this form to Thomas Cattermole, Head of Executive and Member Services, by email (from your individual email address) at [Thomas.cattermole@brent.gov.uk](mailto:Thomas.cattermole@brent.gov.uk) or in hard copy (with signatures) and in person on the fourth floor of Brent Civic Centre.