

REQUEST FOR CALL-IN OF EXECUTIVE DECISION

I wish to register a request for the following Executive decision to be called in for reconsideration prior to implementation. My objection to the decision/proposal is set out below.

REPORT TITLE:

Decision taken by Executive Cabinet Date published _____

Decision taken by Executive Member Date published _____
(please tick appropriate box)

The Objection and Alternative Decision/Proposal

Continuation on a separate sheet if necessary (500 words maximum)

The Objection is:

The alternative decision/proposal is:

The reason for the alternative is:

Name: (please print)	Signature:	Date:
Address:	Daytime Tel No:	
	Mobile:	
	Email	

I am (please tick as appropriate)

Chorley Councillor A resident of the Borough

The Chair or Secretary of a voluntary group with an interest in the Borough

A proprietor or director of a local business situated in the Borough

Please complete and return this form to the Democratic Services Manager, Town Hall, Chorley PR7 1DP. Alternatively you may email the form to carol.russell@chorley.gov.uk Should you have any queries about completing this form please telephone 01257 515034.

Guidance Notes

1. A request for the call-in of a decision can be made by members of the local community and Borough Councillors under the Council's 'call-in' procedure for executive decisions that have not yet been implemented to be reconsidered by the person or body that made them.
2. Guidance as to what constitutes an executive decision can be found on the Council's Website or from the contacts listed. Decisions that relate to individual applications for licences or planning permission cannot be called in as they are not executive decisions.
3. Call-in requests must be made in writing and submitted to the Democratic Services Manager at the address given overleaf within 5 working days of the relevant decision being published. All requests must state the decision reference number, title, and the reasons for the objection to the decision. An alternative decision or proposal must be presented for consideration.
4. Call-in requests will be acknowledged within 5 working days of receipt. Decisions regarding the request will be notified to the person who made the call-in request by the Democratic Services Manager within five working days of the decision being taken.
5. All requests for call-in are considered initially by the Chair of Overview and Scrutiny Committee who will decide if the request is valid. Any requests considered to be frivolous, defamatory, incomplete or otherwise outside the scope of the call-in procedure will be rejected. Where a call-in is deemed not appropriate, it could be that a request for a scrutiny inquiry is an alternative form of action.
6. If the Chair accepts the call-in request, an Overview and Scrutiny Committee will be arranged consisting to consider if the decision should be called-in. The person who made the request will be informed and is eligible to attend the meeting to give representations. The decision maker will also be invited to attend the meeting along with the appropriate officers. If the decision was made by the Cabinet, the Leader or Deputy Leader will attend the meeting.
7. Where a decision is referred back to the original decision maker, no steps shall then be taken to implement the decision until it has been reconsidered by the body or person who made it. If a decision is referred to Council, the Council will decide at its next meeting whether to review or scrutinise the decision, and if so, when and how. In this event, there is however no obligation to postpone any implementation of the decision.
8. If the Council does decide to review or scrutinise the decision, the Council will only have the power to express views or make recommendations to the body or person who made it, unless it was not in accordance with the Policy and Framework or was contrary to or not wholly consistent with the Budget.
9. Where the Overview and Scrutiny Committee refers a decision back, the decision maker is under an obligation to reconsider the original decision in light of the representations made. There is no requirement however, to change the decision. Following such reconsideration, the decision, with or without modification, may be implemented and it cannot be called-in again.

Call-in request: Accepted Rejected

Reason for rejection: _____

Signed: _____
(Chair of Overview and Scrutiny Committee)

Date: _____