

Scrutiny call-in request - checklist

Decision details	
Decision to be called in	
Decision maker	
Date of decision <i>Details of decisions can be found here.</i>	
Date of this call-in request <i>A call-in request must be received by 4pm on the fourth working day after the decision and minutes of the meeting are published. Day 1 is the full working day <u>after</u> the minutes are published. E.g. minutes published on Monday, the call-in deadline is 4pm on Friday.</i>	
The relevant political group leader(s) must be informed of the potential call-in. Please confirm here which group leaders have been informed.	
Issues for consideration prior to call-in <i>As set out in the ESCC Constitution (part 4, (5) Overview and Scrutiny Procedure Rules, paragraph 19), call-in should only be used in exceptional circumstances and those considering a call-in should consider the issues below before invoking the procedure. These are not requirements but provide guidance on questions and actions to consider before making a request. Considering these may help determine whether there is a legitimate basis for a call-in request, and/or what the focus of any request should be.</i>	
Issue	Details
If it is a Cabinet or other decision which may affect more than one portfolio, have you consulted any other Scrutiny Committee chairs affected?	
If it affects an electoral division, have you consulted the local Member(s)?	

Have you considered any representations made, whether by members of the Scrutiny Committee, other members of the Council or members of the public?	
Have you taken practical, financial and propriety advice to clarify any matters of doubt affecting the decision to call-in, including consultation with the relevant Cabinet member or officers as appropriate?	
Have political soundings been taken from all political parties on the Scrutiny Committee?	
Have you considered whether any other all-party Scrutiny Committee examination has already been given to the issue?	
Have you considered if the decision is likely to cause significant concern or distress to the local community or prejudice to individuals within it?	
Have you considered if the issue is one that has not been considered in open forum or at all, or otherwise the subject of consultation before the decision was made?	
Have the implications of any delay in implementing the decision which might be subject to call-in been considered?	
Has the level of representations against the decision from outside bodies been considered?	
Reasons for call-in <i>Those calling-in a decision shall set out the reasons justifying, in their view, the reason for the call-in. Reasons must be legitimate and not designed to impede the proper transaction of business for vexatious, repetitive or other improper reasons.</i>	
What are the reasons for requesting the call-in? 	

Scrutiny Member details	
Which Scrutiny Committee Members are supporting the call-in? <i>A minimum of three Members of the relevant scrutiny committee are required to request a call-in. Guidance on the 'relevant' scrutiny committee can be obtained from the Deputy Chief Executive if required.</i>	<i>Individual written confirmation of support (by email) from each of these Members is required <u>in addition</u> to this completed checklist.</i> 1. Councillor 2. Councillor 3. Councillor

Completed checklist to be sent to the Deputy Chief Executive (Philip.baker@eastsussex.gov.uk) by 4pm on the final day of the call-in window.