

## **CALL-IN REQUEST - PROFORMA**

### **General guidance:**

1. In order for a call-in request to be progressed, this pro-forma must be completed, signed, submitted and received by the Statutory Scrutiny Officer at latest by 5.00 pm on the 5th clear working day after the publication of a committee decision. For example, if a committee decision is published on a Friday, the call-in proforma must be submitted and received by the Statutory Scrutiny Officer by 5.00 pm on the following Friday at latest.
2. The request to call-in a decision must be submitted through completing this pro-forma.
3. Councillors should generally try to avoid calling-in a matter that has already been considered by the Combined Authority's Overview and Scrutiny Committee.
4. All sections of this proforma must be completed. In particular, in identifying the reasons for the call-in request, call-in requester(s) shall provide as much information, detail, explanation, evidence and/or facts as possible so as to ensure that the full reasons, evidence, rationale and purpose of the call-in request are understood.
5. On receipt of a signed and completed pro-forma, which is accepted is valid, the Statutory Scrutiny Officer will make arrangements for a meeting of the Combined Authority Overview and Scrutiny Committee to be held to consider the call-in. The date of the meeting will be determined by the Chair of the Overview and Scrutiny Committee as per the timescales indicated in the constitution. If the Chair is not available, the date of the meeting will be determined by the Vice-Chair of the Overview and Scrutiny Committee. If the Chair and Vice-Chair are not available, the date of the meeting will be set by the Statutory Scrutiny Officer.

**CALL-IN REQUEST - PROFORMA**

**Request to call-in a decision of the West of England Combined Authority Committee or the West of England Joint Committee**

**This form must be sent to:**

Statutory Scrutiny Officer, West of England Combined Authority, 70 Redcliff Street, ,  
BRISTOL BS1 6AL

**Email:** [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

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**Details of the Call-In request:**

**1. Names of the councillor(s) requesting the call-in of a committee decision:**

*Guidance: please state name of councillor and the authority they represent.*

Councillor(s) ..... ..

Authority(ies)..... ..

Signature(s) ..... ..

**2. Date of submission of Call-In proforma:** .....19/4/22.....

**3. Details of decision that is the subject of the call-in request:**

**Name of committee that took the decision:**

**Date of decision:** .....

**4. Description of the decision that is the subject of the call-in request:**

*Guidance: There may be circumstances where a councillor(s) may wish to request the call-in of part of a decision that has been taken rather than a whole decision taken by a committee on a particular agenda item; if so, that should be made clear in this section.*

*Insert text here:*

**5. Reasons for requesting the call-in of the decision (or part of a decision)**

*Guidance: Please state here the reasons why the decision (or part of a decision) is the subject of a call-in request. Please provide as much information, detail, explanation, evidence and/or facts as possible so as to ensure that the full reasons, evidence, rationale and purpose of the call-in request are understood.*

*Insert text here:*