**Appendix 2 – “Call-In Notice”**

**TO BE COMPLETED BY THE MONITORING OFFICER AND CHIEF FINANCE OFFICER.**

**1. Chief Finance Officer.**

**1.1 Please tick which of the conditions which you believe apply for a “Call-In Notice” to be issued:**

|  |  |  |
| --- | --- | --- |
| (i) | that the decision or action is contrary to the policy framework or budget, or falls outside the functions of the Cabinet; and / or |  |
| (ii) | that the Cabinet or decision maker had not followed agreed procedures on consultation before reaching its decision; and / or |  |
| (iii) | that the Cabinet had not followed, or had failed to take account of, any legal obligations, including regulations or statutory guidance governing the Council’s actions, or other guidance adopted by the Council. |  |

|  |
| --- |
| **Please set out the reasons why it is believed that one or more of the conditions are satisfied:** |
| *(Please continue on a separate sheet if necessary)* |

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Monitoring Officer.**

**2.1 Please tick which of the conditions which you believe apply for a “Call-In Notice” to be issued:**

|  |  |  |
| --- | --- | --- |
| (i) | that the decision or action is contrary to the policy framework or budget, or falls outside the functions of the Cabinet; and / or |  |
| (ii) | that the Cabinet or decision maker had not followed agreed procedures on consultation before reaching its decision; and / or |  |
| (iii) | that the Cabinet had not followed, or had failed to take account of, any legal obligations, including regulations or statutory guidance governing the Council’s actions, or other guidance adopted by the Council. |  |

|  |
| --- |
| **Please set out the reasons why it is believed that one or more of the conditions are satisfied:** |
| *(Please continue on a separate sheet if necessary)* |

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_