

Topic Suggestion

Review Topic:	
Source of suggestion:	
Proposed Scrutiny Committee:	
Service Area:	

Criteria for evaluating and prioritising suggested topic	Response	Score Against Prioritisation Aid		
		Is there a clear reason for the review?	Is further information required?	
What topic are you suggesting and the possible review title e.g. Review of. ...				
Does this issue have a potential impact on one or more section(s) of the population? Does this topic relate to a specific geographical area or the whole District?		YES (1)	NO (0)	
Is the issue strategic and significant? (Include reference to how it contributes to the delivery of the Council's priorities)		YES (1)	NO (0)	
Will the scrutiny activity add value to the Council's, and/or its partners' overall performance? (Include reference to current issues with service dissatisfaction/ under performance/complaints)		YES (1)	NO (0)	

OFFICIAL-[SENSITIVE]

Criteria for evaluating and prioritising suggested topic	Response	Score Against Prioritisation Aid		
		YES (1)	NO (0)	
Is it likely to lead to effective outcomes? (E.g. improve value for money, increase income, make savings)		YES (1)	NO (0)	
Will scrutiny involvement be duplicating some other work? <ul style="list-style-type: none"> Is this function currently being reviewed? (E.g. via Internal Audit/ Service Review) 		NO (1)	YES (0)	
Is it an issue of concern to partners and stakeholders?		YES (1)	NO (0)	
Is the topic an issue of community concern? <ul style="list-style-type: none"> Has it been raised by residents in your ward? 		YES (1)	NO (0)	
Are there adequate resources available to do the scrutiny activity well?		YES (1)	NO (0)	
Is the scrutiny activity suggested timely? <ul style="list-style-type: none"> Has this subject been reviewed in the last 3 years? If so when, what was the outcome and what would a further review achieve or how would it make an impact? 		YES (1)	NO (0)	
TOTAL SCORE				
HIGH PRIORITY/ LOW PRIORITY/ LEAVE OUT				

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Method of Delivery – support to Scoping of Review	Response	
Is there Statutory Responsibility for the area in question, i.e. planning enforcement?		
How could the public be engaged? e.g. survey, discussion group or co-opted onto a Panel		
Please tick one of the boxes to your right to identify which type of review your topic is suitable for:	In depth review (up to 6 months)	
	Mini review (1-2 meetings) – formal report to Committee with recommendations agreed on the day/at the subsequent meeting.	
	Update Presentation or Report to the Scrutiny Committee to support development of future review topic (low priority issue)	

Additional comments to note from group discussion	
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