

<b>MEMBERS' PROPOSAL FORM FOR ADDING TOPICS TO A SCRUTINY FORWARD WORK PROGRAMME</b>	
<b>NAME OF SCRUTINY COMMITTEE?</b> (Leave blank if not known)	
<b>DATE OF MEETING / TIMESCALE FOR CONSIDERATION</b>	
<b>WHAT IS THE NAME OF THE TOPIC?</b>	
<b>TYPE OF SCRUTINY?</b> Can this topic be suitably addressed by (a) an information report (b) formal scrutiny by a scrutiny committee (c) by other means?	
<b>PLEASE GIVE FURTHER DETAILS HERE OF:</b> <ul style="list-style-type: none"> <li>• The issues you would like the scrutiny committee to look into</li> <li>• The reason(s) why the topic should be prioritised for consideration</li> <li>• What can be achieved from this review?</li> <li>• Is it linked to corporate or scrutiny aims and priorities?</li> <li>• Is it an issue of significant public concern or interest?</li> <li>• Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts?</li> </ul>	
<b>NAME OF COUNCILLOR / CO-OPED MEMBER</b>	
<b>DATE</b>	

***FORWARD WORK PROGRAMMING GUIDELINES FOR USE BY  
SCRUTINY COMMITTEES***

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**Proposal Form/Request received**  
(Careful consideration given to reasons for request)

**Does it stand up to the PAPER test?**

- **P**ublic interest – is the matter of concern to residents?
- **A**bility to have an impact – can Scrutiny influence and change things?
- **P**erformance – is in an underperforming area or service?
- **E**xtent – does it affect a large number of residents/large geographic area?
- **R**eplication – if no-one else is looking at it, should it be considered?

**YES**

**NO**

No further action required by committee. Refer elsewhere or request information report

- Determine the desired outcome(s)
- Decide on the scope and extent of the scrutiny work required and the most appropriate method to undertake it (i.e. committee report, task & finish group, scrutiny support enquiry or link member etc.)
- If task & finish route chosen, determine the timescale for any inquiry, who will be involved, research requirements, expert advice and witnesses required, reporting arrangements etc.