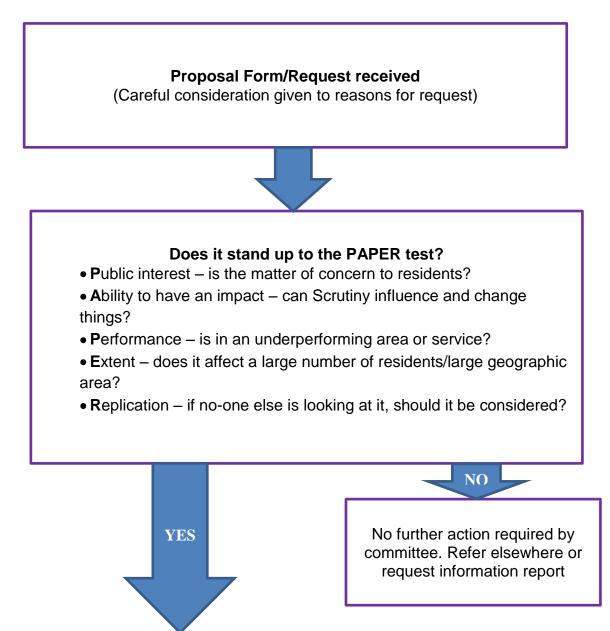


MEMBERS' PROPOSAL FORM FOR ADDING TOPICS TO A SCRUTINY FORWARD WORK PROGRAMME	
NAME OF SCRUTINY COMMITTEE? (Leave blank if not known)	
DATE OF MEETING / TIMESCALE FOR CONSIDERATION	
WHAT IS THE NAME OF THE TOPIC?	
TYPE OF SCRUTINY? Can this topic be suitably addressed by (a) an information report (b) formal scrutiny by a scrutiny committee (c) by other means?	
PLEASE GIVE FURTHER DETAILS HERE OF:	
 The issues you would like the scrutiny committee to look into The reason(s) why the topic should be prioritised for consideration What can be achieved from this review? Is it linked to corporate or scrutiny aims and priorities? Is it an issue of significant public concern or interest? Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts? 	
NAME OF COUNCILLOR / CO-OPED MEMBER	
DATE	

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FORWARD WORK PROGRAMMING GUIDELINES FOR USE BY SCRUTINY COMMITTEES



- 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.