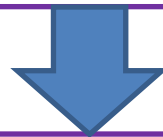


MEMBERS' PROPOSAL FORM FOR ADDING TOPICS TO A SCRUTINY FORWARD WORK PROGRAMME	
NAME OF SCRUTINY COMMITTEE? (Leave blank if not known)	
DATE OF MEETING / TIMESCALE FOR CONSIDERATION	
WHAT IS THE NAME OF THE TOPIC?	
TYPE OF SCRUTINY? Can this topic be suitably addressed by (a) an information report (b) formal scrutiny by a scrutiny committee (c) by other means?	
PLEASE GIVE FURTHER DETAILS HERE OF: <ul style="list-style-type: none"> • 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	

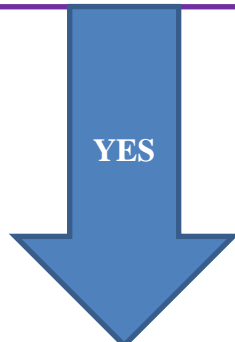
***FORWARD WORK PROGRAMMING GUIDELINES FOR USE BY
SCRUTINY COMMITTEES***

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



Does it stand up to the PAPER test?

- **Public interest** – is the matter of concern to residents?
- **Ability to have an impact** – can Scrutiny influence and change things?
- **Performance** – is in an underperforming area or service?
- **Extent** – does it affect a large number of residents/large geographic area?
- **Replication** – if no-one else is looking at it, should it be considered?



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.