

| <b>Member Proposal Form for Scrutiny Forward Work Programme</b>  |               |
|--|---------------|
| <b>NAME OF SCRUTINY COMMITTEE</b>  |               |
| <b>TIMESCALE FOR CONSIDERATION</b>   |               |
| <b>TOPIC</b>   |               |
| <b>What needs to be scrutinised (and why)?</b>   |               |
| <b>Is the matter one of concern to residents/local businesses?</b>   | <b>YES/NO</b> |
| <b>Can Scrutiny influence and change things?</b><br>(if 'yes' please state how you think scrutiny can influence or change things)  | <b>YES/NO</b> |
| <b>Does the matter relate to an underperforming service or area?</b>   | <b>YES/NO</b> |
| <b>Does the matter affect a large number of residents or a large geographical area of the County</b><br>(if 'yes' please give an indication of the size of the affected group or area) | <b>YES/NO</b> |
| <b>Is the matter linked to the Council's Corporate priorities</b><br>(if 'yes' please state which priority/priorities)   | <b>YES/NO</b> |
| <b>To your knowledge is anyone else looking at this matter?</b><br>(If 'yes', please say who is looking at it)   | <b>YES/NO</b> |
| <b>If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?</b>                                       |               |
| <b>Name of Councillor/Co-opted Member</b>  |               |
| <b>Date</b>  |               |

## Consideration of a topic's suitability for scrutiny

### 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 it an underperforming area or service?
- **E**xtent – does it affect a large number of residents or a large geographic area?
- **R**eplication – is anyone else looking at it?

YES

NO

No further action required by scrutiny 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 and finish group inquiry, or link member etc.)
- If task and finish route chosen, determine the timescale for any inquiry, who will be involved, research requirements, expert advice and witnesses required, reporting arrangements etc.