Appendix 2

PROPOSAL FORM FOR AGENDA ITEMS FOR SCRUTINY COMMITTEES			
NAME OF SCRUTINY COMMITTEE		**Partnerships**	
DATE OF MEETING / TIMESCALE FOR CONSIDERATION		**September/October 2013**	
TITLE OF REPORT		**Single Access Route to Housing – Common Allocations Policy**	
PURPOSE	**1. Why is the report being proposed? (see also the checklist overleaf)**	**The Single Access Route to Housing is to develop one common waiting across North East Wales. The Common Allocation Policy (CAP) is way to allocate Council/Housing using a banding scheme. The CAP has been subject to extensive public consultation.**	
	2. What issues are to be scrutinised?	**The detail contained within the CAP for those being placed on the single common waiting list.**	
	3. Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts?	**Project Manager – Single Access Route to Housing**	
	4. What will the committee achieve by considering the report?	**Feed in comment on the details of CAP and influence the final version of it**	
	5. Score the topic from 0 – 4 on aims & priorities and impact (see overleaf)*	**Aims & Priorities**	**Impact**
		4	**4**
ADDITIONAL COMMENTS		**Various elements of the Sarth project has been to Scrutiny on a number of occasions previously**	
REPORTING PATH – what is the next step? Are Scrutiny's recommendations to be reported elsewhere?		**The next step is take it to Cabinet for decision**	
AUTHOR		**Sue Lewis**	

Please complete the following checklist:

	Yes	No
Is the topic already being addressed satisfactorily?		X
Is Scrutiny likely to result in service improvements or other measurable benefits?	X	
Does the topic concern a poor performing service or a high budgetary commitment?		X
Are there adequate resources / realistic possibility of adequate resources to achieve the objective(s)?	X	
Is the Scrutiny activity timely, i.e. will scrutiny be able to recommend changes to the service delivery, policy, strategy, etc?	X	
Is the topic linked to corporate or scrutiny aims and priorities?	X	
Has the topic been identified as a risk in the Corporate Risk Register or is it the subject of an adverse internal audit or external regulator report?		X (in process of being put on Verto)

*The following table is to be used to guide the scores given:

Score	Aims & Priorities	Impact
0	No links to corporate/scrutiny aims and priorities	No potential benefits
1	No links to corporate/scrutiny aims and priorities but a subject of high public concern	Minor potential benefits affecting only one ward/customer/client group
2	Some evidence of links, but indirect	Minor benefits to two groups/moderate benefits to one
3	Good evidence linking the topic to both aims and priorities	Moderate benefits to more than one group/substantial benefits to one
4	Strong evidence linking both aims and priorities, and has a high level of public concern	Substantial community-wide benefits

SCORING

Aims & Priorities

4 3	Possible topic for Scrutiny – to be timetabled appropriately	Priority topic for Scrutiny – for urgent consideration
2 1	Reject topic for Scrutiny – topic to be circulated to members for information purposes	Possible topic for Scrutiny – to be timetabled appropriately

0 1 2 3 4

Impact