

PROPOSAL FORM FOR AGENDA ITEMS FOR SCRUTINY COMMITTEES		
NAME OF SCRUTINY COMMITTEE	Performance Scrutiny Committee	
DATE OF MEETING / TIMESCALE FOR CONSIDERATION	Annual report May 2014	
TITLE OF REPORT	Corporate Health and Safety update	
P U R P O S E	1. Why is the report being proposed? (see also the checklist overleaf)	Recommended by internal audit report
	2. What issues are to be scrutinised?	General H&S and fire safety management in DCC
	3. Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts?	No
	4. What will the committee achieve by considering the report?	Show evidence of monitoring \ involvement in H&S processes as described in H&S legislation
	5. Score the topic from 0 – 4 on aims & priorities and impact (see overleaf)*	Aims & Priorities 3
ADDITIONAL COMMENTS	This request is the result of an internal audit recommendation Will enable us to provide evidence of senior level involvement if \ when challenged by the regulator (HSE). Provides an access route for discussion of unresolved issues	
REPORTING PATH – what is the next step? Are Scrutiny's recommendations to be reported elsewhere?	Outstanding \ unresolved actions that need support should be reported CET (I already do CET reports on a quarterly basis)	
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Please complete the following checklist:

	Yes	No
Is the topic already being addressed satisfactorily?	Y	
Is Scrutiny likely to result in service improvements or other measurable benefits?	Y	
Does the topic concern a poor performing service or a high budgetary commitment?		N
Are there adequate resources / realistic possibility of adequate resources to achieve the objective(s)?	Y	
Is the Scrutiny activity timely, i.e. will scrutiny be able to recommend changes to the service delivery, policy, strategy, etc?		N
Is the topic linked to corporate or scrutiny aims and priorities?	Y	
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?	Y	

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

0 1 2 3 4

Impact