

SCRUTINY WORK PROGRAMME REQUEST

Scrutiny Committee: <u>(delete as applicable)</u>	Place and Environment/ People and Communities							
Name of Committee Member:	Cllr							
Date Request Submitted to Chairman:								
Topic:								
Please provide an overview and reasoning for the request to be added to Work Programme:								
Criteria (please complete all that apply)								
Is the topic to provide the Committee with wider knowledge to better understand the topic rather than scrutinising a decision. Please explain:								
Does the topic relate to a Council priority (as identified in the Corporate Plan)? If so, please state.								
Is the topic of particular public interest and/or controversy? Please explain briefly:								
How could Scrutiny add value?								
What impact could scrutiny have? What are the intended outcomes and/or outputs?								
Chairman Comments to Management Team:								
Outcome (following Chair meeting with Management Team)	Meeting	Y/N	Workshop	Y/N	Briefing Paper	Y/N	No Further Action	Y/N
If meeting – state date to be added to Scrutiny Work Programme								

Guidance Notes

1. The purpose of a request to come to Scrutiny is to enable the Committee to carry out its function which is to ultimately improve the lives of local people through improved public services. To justify the resources allocated to scrutiny it is important to be able to demonstrate that scrutiny work adds value and makes a difference to local people.
2. Complete this form and email it to your Chairman and Vice-Chairman. Your Chairman and Vice-Chairman will be happy to discuss the topic with you to best ascertain the purpose of the request.
3. The Chairman and Vice-Chairman will discuss the topic with officers (Management Team) and agree on the best method of delivering your outcome. Whether this be
 - a. Meeting (to be added to the work programme)
 - b. Workshop (open to all Scrutiny Members and where necessary all Members as part of the Councillor Development Programme)
 - c. Briefing Paper (a written paper for the Scrutiny Committee)
 - d. No Further Action
4. The [Constitution](#) provides further information on Terms of Reference and specific functions of the Committees.
5. If Members have any questions regarding this form, please speak to your Chairman or the Assistant Director of Legal and Democratic Services.

