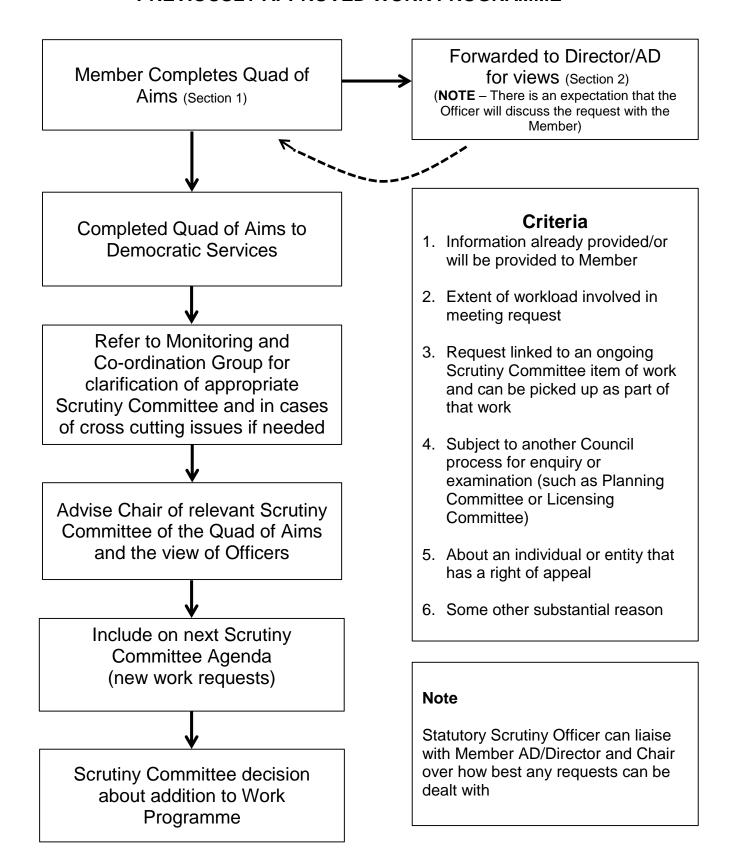
## PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME



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### QUAD OF AIMS (MEMBERS' REQUEST FOR ITEM TO BE CONSIDERED BY SCRUTINY)

#### **SECTION 1 TO BE COMPLETED BY MEMBERS**

**NOTE** – This document should only be completed if there is a clearly defined and significant outcome from any potential further work. This document should **not** be completed as a request for or understanding of information.

| REASON FOR REQUEST?                                         | RESOURCE (WHAT OFFICER SUPPORT WOULD YOU REQUIRE?) |
|-------------------------------------------------------------|----------------------------------------------------|
|                                                             |                                                    |
|                                                             |                                                    |
|                                                             |                                                    |
| PROCESS (HOW CAN SCRUTINY ACHIEVE THE ANTICIPATED OUTCOME?) | HOW WILL THE OUTCOME MAKE A DIFFERENCE?            |
|                                                             |                                                    |
|                                                             |                                                    |
|                                                             |                                                    |
|                                                             |                                                    |
| Signed Councillor                                           | Date                                               |

# SECTION 2 TO BE COMPLETED BY DIRECTORS/ASSISTANT DIRECTORS (NOTE – There is an expectation that Officers will discuss the request with the Member)

| 1. | (a) Is the information available elsewhere? Yes No                                                                                   |    | Criteria                                                                                                           |
|----|--------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------|
|    | If yes, please indicate where the information can be found (attach if possible and return with this document to Democratic Services) | 1. | Information already provided/or will be provided to Member                                                         |
|    | (b) Have you already provided the information to the Member or will you shortly be doing so?                                         | 2. | Extent of workload involved in meeting request                                                                     |
| 2. | If the request is included in the Scrutiny Committee work programme what are the likely workload implications for you/your staff?    | 3. | Request linked to an ongoing Scrutiny Committee item of work and can be picked up as part of that work             |
| 3. | Can the request be included in an ongoing Scrutiny Committee item of work and picked up as part of that?                             | 4. | Subject to another<br>Council process for<br>enquiry or examination<br>(such as Planning<br>Committee or Licensing |
| 4. | Is there another Council process for enquiry or examination about the matter currently underway?                                     | 5. | Committee)  About an individual or entity that has a right of                                                      |
| 5. | Has the individual or entity some other right of appeal?                                                                             | 6. | appeal  Some other substantial reason                                                                              |
| 6. | Is there any substantial reason (other than the above) why you feel it should not be included on the work programme?                 |    |                                                                                                                    |
|    |                                                                                                                                      |    |                                                                                                                    |

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| This document was classified as: OFFICIAL |  |  |  |
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| Signed | Position | Date |
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|--------|----------|------|

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