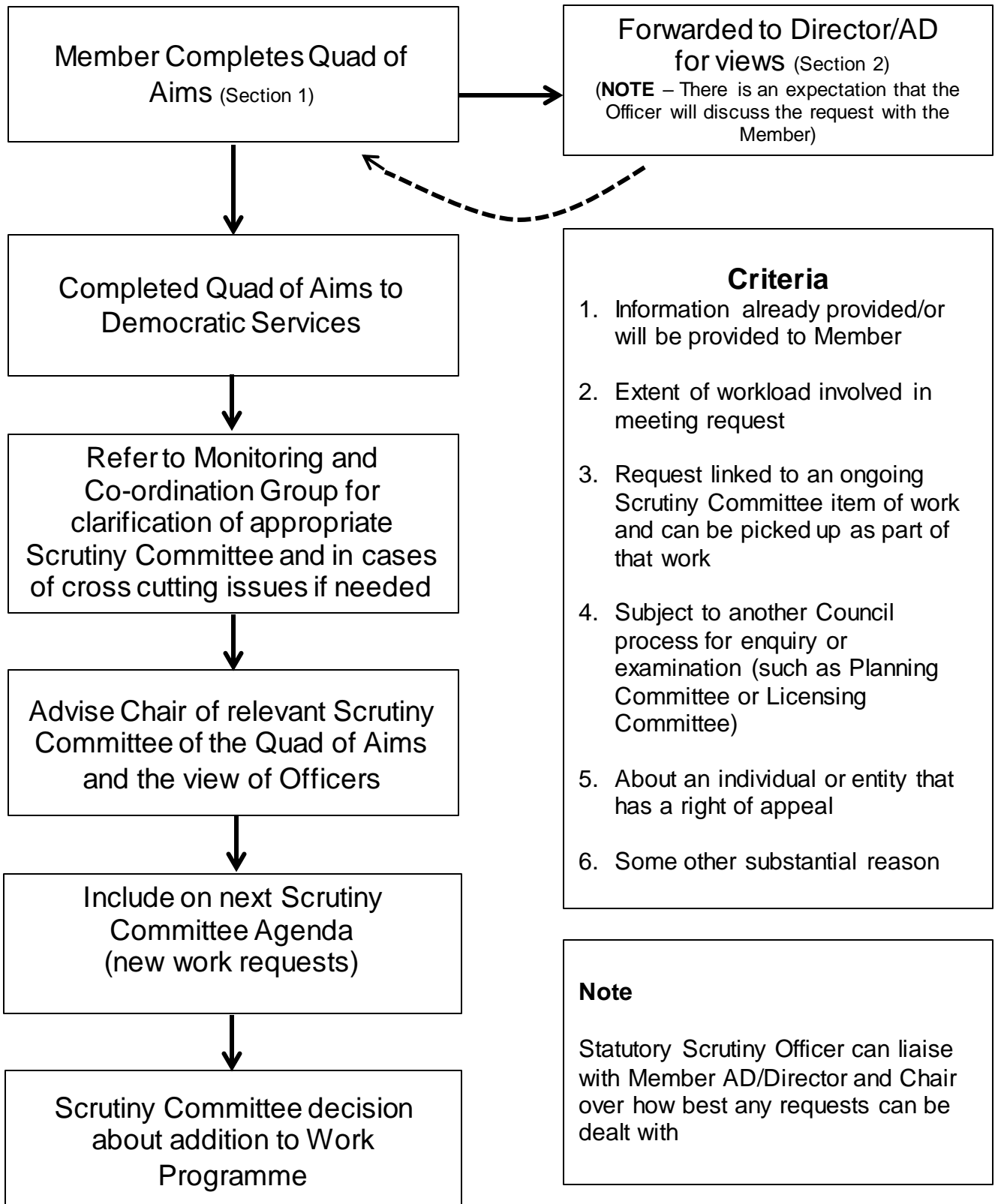


## PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME



**PLEASE RETURN TO DEMOCRATIC SERVICES**

**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.

<b>REASON FOR REQUEST?</b>	<b>RESOURCE (WHAT OFFICER SUPPORT WOULD YOU REQUIRE?)</b>
<b>PROCESS (HOW CAN SCRUTINY ACHIEVE THE ANTICIPATED OUTCOME?)</b>	<b>HOW WILL THE OUTCOME MAKE A DIFFERENCE?</b>

**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)**

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

**Signed** ..... **Position** ..... **Date** .....

**PLEASE RETURN TO DEMOCRATIC SERVICES**