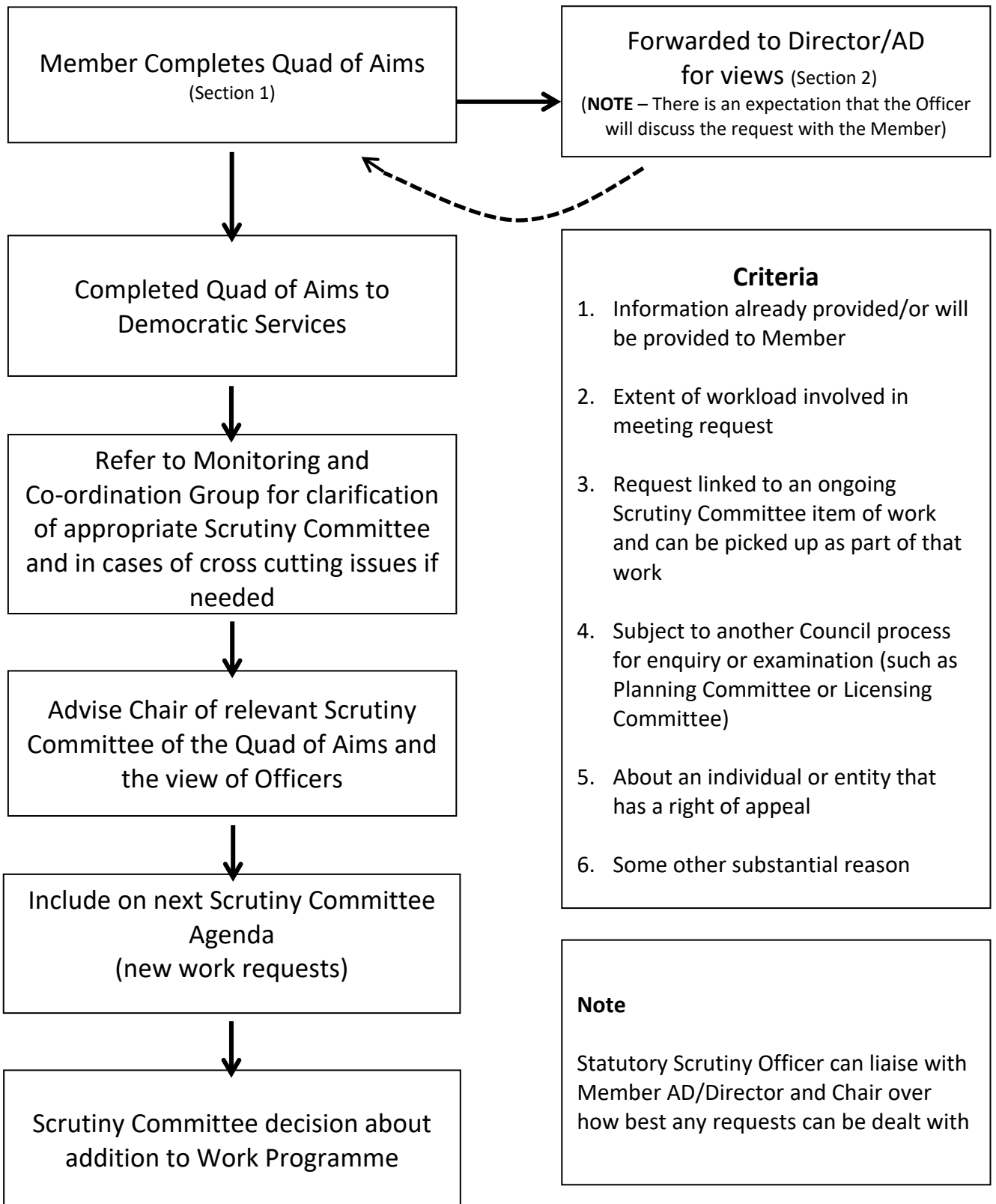


PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME



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)

| | Criteria |
|--|--|
| 1. (a) Is the information available elsewhere? Yes No 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 Council process for enquiry or examination (such as Planning Committee or Licensing Committee) |
| 4. Is there another Council process for enquiry or examination about the matter currently underway? | 5. About an individual or entity that has a right of appeal |
| 5. Has the individual or entity some other right of appeal? | 6. 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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Signed **Position** **Date**