

APPENDIX 2 PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME

Member Completes Quad of Aims (Section 1)

Forwarded to Director/AD for views (Section 2)
(NOTE – There is an expectation that the Officer will discuss the request with the Member)

Completed Quad of Aims to Democratic Services

- Criteria**
1. Information already provided/or will be provided to Member
 2. Extent of workload involved in meeting request
 3. Request linked to an ongoing Scrutiny Committee item of work and can be picked up as part of that work
 4. Subject to another Council process for enquiry or examination (such as Planning Committee or Licensing Committee)
 5. About an individual or entity that has a right of appeal
 6. Some other substantial reason

Refer to Monitoring and Co-ordination Group for clarification of appropriate Scrutiny Committee and in cases of cross cutting issues if needed

Advise Chair of relevant Scrutiny Committee of the Quad of Aims and the view of Officers

Include on next Scrutiny Committee Agenda (new work requests)

Note

Statutory Scrutiny Officer can liaise with Member AD/Director and Chair over how best any requests can be dealt with

Scrutiny Committee decision about addition to Work Programme

