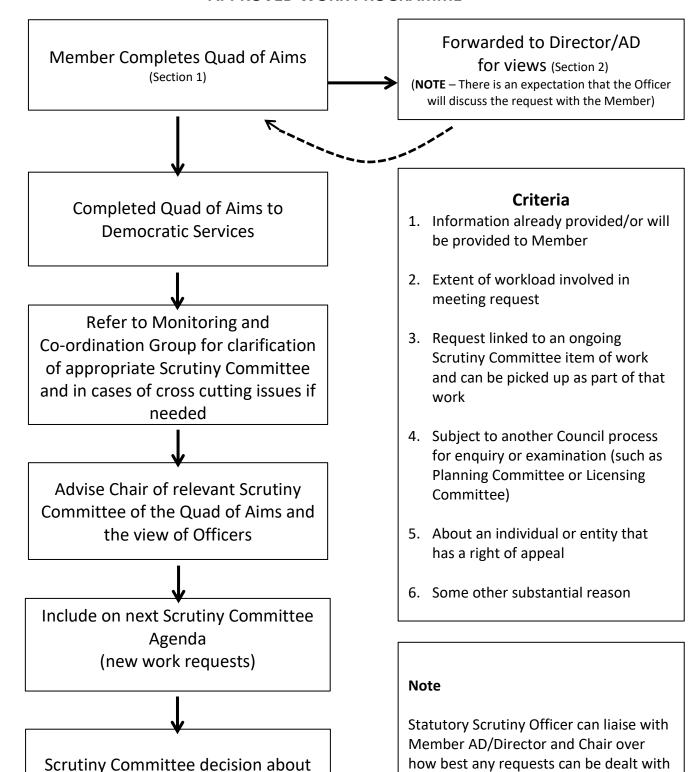
Appendix 2

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



addition to 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	HOW WILL THE OUTCOME MAKE A DIFFERENCE?
OUTCOME?)	HOW WILL THE GOTCOME WAKE A DITTERENCE:

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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)

(a) Is the information available elequipore?		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
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
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)
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
Has the individual or entity some other right of appeal?	6.	Some other substantial reason
Is there any substantial reason (other than the above) why you feel it should not be included on the work programme?		
	Services) (b) Have you already provided the information to the Member or will you shortly be doing so? If the request is included in the Scrutiny Committee work programme what are the likely workload implications for you/your staff? Can the request be included in an ongoing Scrutiny Committee item of work and picked up as part of that? Is there another Council process for enquiry or examination about the matter currently underway? Has the individual or entity some other right of appeal?	f yes, please indicate where the information can be found (attach if possible and return with this document to Democratic Services) 2.

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Signed Position	Date	