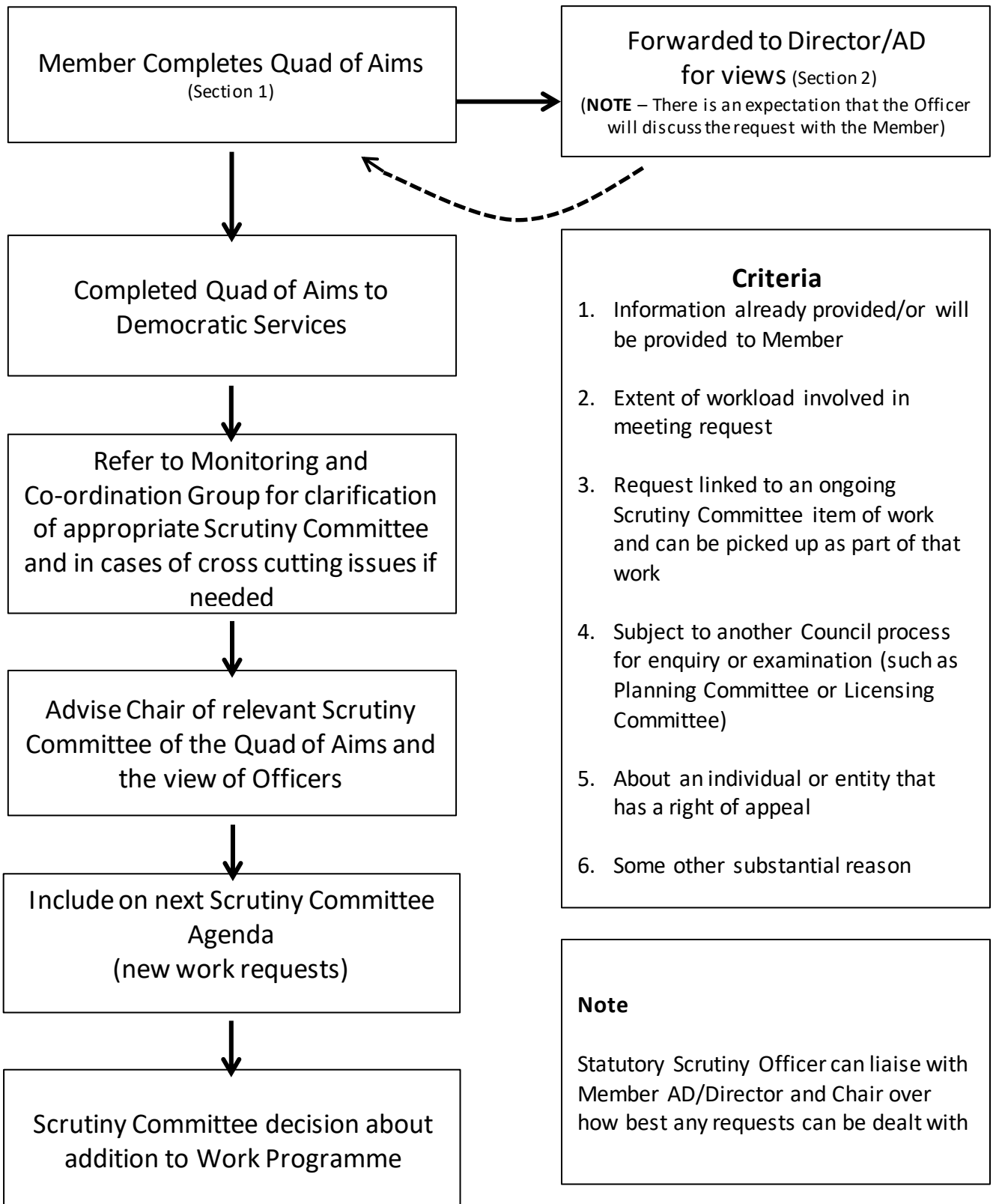


### PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME



## 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)**

|  | <b>Criteria</b>   |
|--|---|
| <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>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> |
| <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>   |   |

|  |  |
|--|--|
|  |  |
|--|--|

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