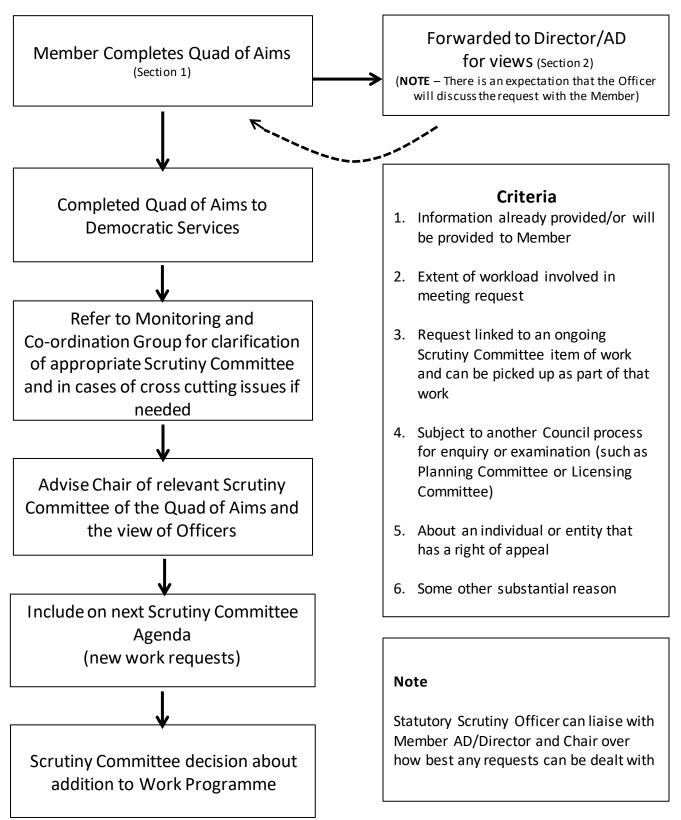
**Appendix 3** 

# 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.

| 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?)   |  |
|   |  |
|   |  |
|   |  |

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)

| 1.          | (a) Is the information available elsewhere? Yes No  |    | Criteria  |  |
|-------------|---|----|---|--|
|             | If yes, please indicate where the information can be found (attach if possible and return with this document to Democratic<br>Services) | 1. | Information already<br>provided/or will be<br>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<br>ongoing Scrutiny<br>Committee item of work<br>and can be picked up as<br>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<br>process for enquiry or<br>examination (such as<br>Planning Committee or<br>Licensing Committee) |  |
| 4.          | Is there another Council process for enquiry or examination about the matter currently underway?  | 5. | About an individual or<br>entity that has a right of<br>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 ?                   |    |   |  |
| Signed Date |   |    |   |  |

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