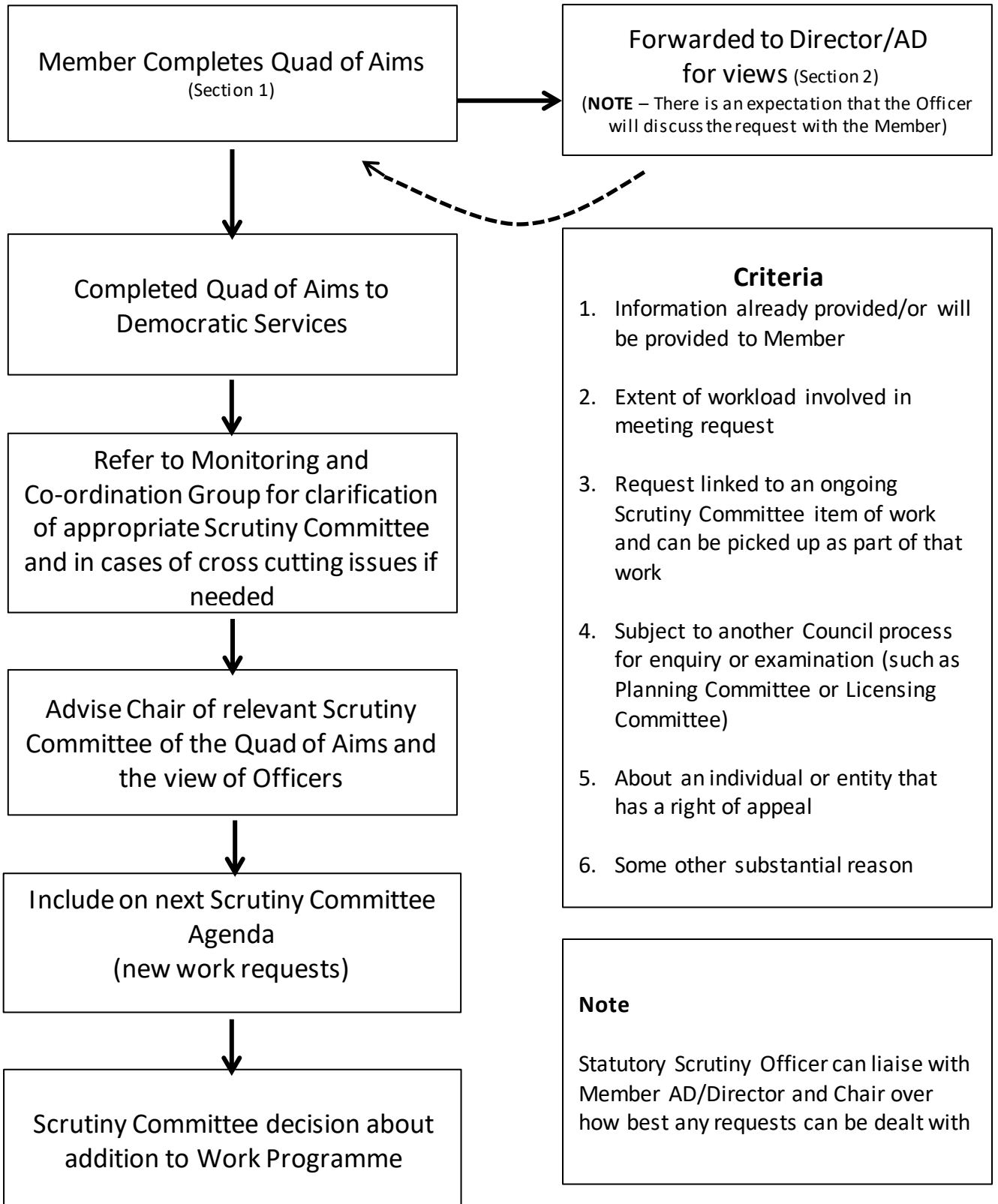


### PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME



**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.

|  |   |
|--|---|
| <b>REASON FOR REQUEST?</b>   | <b>RESOURCE (WHAT OFFICER SUPPORT WOULD YOU REQUIRE?)</b> |
|  |   |
| <b>PROCESS (HOW CAN SCRUTINY ACHIEVE THE ANTICIPATED OUTCOME?)</b> | <b>HOW WILL THE OUTCOME MAKE A DIFFERENCE?</b>            |
|  |   |

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>  |
|--|--|
| 1. (a) Is the information available elsewhere? Yes ..... No .....<br>If yes, please indicate where the information can be found (attach if possible and return with this document to Democratic Services)<br>..... | 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?<br>.....  | 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?<br>.....  | 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?<br>.....   | 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?<br>.....   | 5. About an individual or entity that has a right of appeal  |
| 5. Has the individual or entity some other right of appeal?<br>.....   | 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?<br>.....   |  |

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

**PLEASE RETURN TO DEMOCRATIC SERVICES**