

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)

Scrutiny Committee decision
about addition to Work
Programme

Note

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

