SCRUTINY REVIEW TOPIC ASSESSMENT TEMPLATE

SCRUTINY TOPIC SELECTION ASSESSMENT

TOPIC:	
SUGGESTED BY:	**DATE:**

SELECTION CRITERIA - MUST MEET ONE OF THESE

- ❖ Scrutiny Review likely to result in improvements for local people
- ❖ Topic falls under the community / Corporate priority
- ❖ Issue identified as a key issue for public (through member surgeries and other contact with constituents)
- ❖ Key issue for public (identified through survey, complaints, member surgeries and other contact)
- ❖ Issues raised by Audit or Inspection findings or reports
- ❖ Public interest issue covered in local media
- ❖ Poor performing service (evidence from performance indicators/benchmarking)
- ❖ High level of dissatisfaction with a service

REJECTION CRITERIA - MUST NOT MEET ANY OF THESE:

- ❖ Topic is already being addressed- (it will duplicate work being done elsewhere)
- ❖ Matter subjudice or prejudicial to Council's interests
- ❖ Specific case falling within complaints procedure
- ❖ Individual disciplinary or grievance matter
- ❖ Unlikely to result in improvements for local people
- ❖ Is there capacity and available resources to consider this issue?
- ❖ Proposed topic is unlikely to result in improvements for local people.

RATIONALE FOR SELECTION

- ❖ Why should the Review be undertaken?

- ❖ How would the topic link to the Council's key aims and priorities?

- ❖ What benefits could result from the Scrutiny Review?

PRIORITISE			
IMPORTANCE SCORE INDICATOR		**IMPACT SCORE INDICATOR**	
Score 0	No evidence that topic is related to the Council's key aims and priorities. Reject	Score 0	No potential benefits likely to result. Reject
1	Some evidence that topic linked to the Council's key aims and priorities but only indirectly.	1	Minor potential benefits or benefits affecting only one ward/customer/client group
2	Good evidence linking topic to Council's key aims but not to Council's current priorities	2	Minor potential benefits affecting two or more wards/customer/client groups or, Moderate potential benefits affecting one ward/customer/client group.
3	Good evidence linking topic to Council's key aims and priorities	3	Moderate potential benefits affecting more than one ward/customer/client group or, Substantial potential benefits affecting one or more ward/customer/client groups
4	Strong evidence linking topic to Council's key aims and priorities	4	Substantial potential benefits community wide or for a significant proportion or section of the community.
See attached for Council's key aims and Priorities			

Outcome:	
Date:	

Topic priority guide			
Score 1-4	Reject topic		
Score 5-6	Possible topic for scrutiny		
Score 7-8	Priority topic for scrutiny		
Outcome:	☐ Select	☐ Reserve List	☐ Reject

Refer Topic to:		
Scrutiny Review Task Group	Overview & Scrutiny Committee	
Other		