

**Draft**

**REQUEST FOR A FUTURE AGENDA ITEM AT THE OVERVIEW AND SCRUTINY  
PANEL MEETING**

**MEETING DATE:**.....

**TITLE OF REQUEST:**

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**CABINET PORTFOLIO/CORPORATE SERVICES AREA:**

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**BRIEF SUMMARY/CONTEXT OF REQUEST:**

**(Consideration should be given to how the issue addresses the key questions  
in the criteria for suggesting scrutiny review projects)**

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**REASONS FOR REQUEST/JUSTIFICATION:**

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**EXPECTED OUTCOME:**

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**HOW DO YOU SUGGEST THE PANEL WOULD PROGRESS THE PROPOSED WORK:**

(Tick as appropriate)

**ONE-OFF OFFICER REPORT**

**ESTABLISH A TASK & FINISH GROUP**

**SCRUTINY REVIEW**

**INQUIRY DAY (1 DAY)**

**SHORT TERM REVIEW (UP TO 3 MONTHS)**

**MEDIUM TERM REVIEW (MORE THAN 3 MONTHS)**

**MEMBER SPONSOR:**.....

**SPONSOR SIGNATURE:**..... **DATE:**.....

**PLEASE NOTE**

**KEY CRITERIA QUESTIONS FOR PROPOSING NEW SCRUTINY REVIEW PROJECTS**

1. Does the request relate to one of the Council priorities?
2. Is the request regarding a policy of or a service provided by the Council?
3. Does the issue affect the well-being of people in Thanet?

4. Does the request relate to a service offered by the Council that is performing less well than expected (identified by Audit reports, quarterly internal and joint arrangements/partnerships corporate performance reports)
5. Does the request relate to the activities of an organisation the Council is working in partnership with?
6. When was the request first made?

#### **ADDITIONAL NOTES**

#### **RATIONALE FOR SCRUTINY REVIEW PROJECT PROPOSAL**

Before the Overview & Scrutiny Panel establishes a scrutiny review, Members ought to first consider an officer report that details the rationale for the proposed review. In doing so the Panel needs to satisfy itself that the following questions are addressed:

- Rationale:** Why should the review be undertaken?  
How would the topic link to the Council's key vision, aims and priorities?  
What benefits could result from the scrutiny review?
- Evidence:** What evidence exists to support the rationale and need for scrutiny?  
What are the facts?
- Desired Outcome:** What outcomes are sought by undertaking the scrutiny review?  
Is the desired outcome likely to be achieved and why?