

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

MEETING DATE:.....

TITLE OF REQUEST:

.....
.....
.....

CABINET PORTFOLIO/CORPORATE SERVICES AREA:

.....

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)**

.....
.....
.....
.....
.....
.....
.....
.....
.....

REASONS FOR REQUEST/JUSTIFICATION:

.....
.....
.....

.....
.....

EXPECTED OUTCOME:

.....
.....
.....
.....
.....
.....
.....
.....

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 QUESTIONS TO CONSIDER WHEN 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?

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?

Prioritising Scrutiny Review Topics – Scoring Matrix

It is anticipated that there will be many topics suggested to be the subject of Scrutiny reviews and to the people that suggested them they will be the most important subject to be considered, however this cannot be a way to prioritise review topics. In order to manage the workload more effectively, there can only be one scrutiny review to be run concurrently with the working party activities at any one time.

In order to ensure fairness Democratic Services have created a framework that all suggested topics should be scored against. This will ensure that all topics are treated fairly and make the reasoning behind the order in which Scrutiny Reviews are undertaken clear and transparent.

The framework contains four criteria that each topic suggestion will be scored against. Democratic Services in conjunction with the Chair of the Overview and Scrutiny Panel will then score the topic on each of these criteria out of 20 giving a total score out of 80. The scores are then forwarded to the Corporate Management Team (CMT) for approval and to assist them in the planning of resource allocation to the suggestions made. The list will then be sent to the Chair for his information.

The five criteria will be:

- Is the topic related to a priority within the Council's Corporate Plan?

Yes – The topic directly relates to one of the three Priorities or three Values – 20 points;

Partially – The topic can be related to one of the three Priorities or three Values – 10 points;

No – The topic doesn't relate to one of the three Priorities or three Values – 0 points.

- Is the topic of high public concern?

Yes – the matter is of high public concern, it is a public facing service and it has been the subject of questions/petitions at Council in the last two months and/or a group or representative group have been in touch with the Chairman of the Panel regarding this issue. – 20 points;

Partially – The matter is of some public concern, it is a public facing service, but hasn't been the subject of questions/petitions at Council in the last two months and/or a member of the public has been in touch with the Chairman of the Panel regarding this issue. – 10 points;

No – The matter is not of public concern, it relates to back office function and has not been the subject of recent public comment – 0 points.

- Is the topic currently underperforming as per the Council's quarterly performance monitoring?

Yes – the performance indicator is currently red – 20 points;

Partially – the performance indicator is currently orange – 10 points;

No – the performance indicator is currently green – 0 points.

- Will the topic result in recommendations that save that Council money or generate income?

Yes – There is definitely scope for recommendations as a result of the review for the Council to save money or generate income – 20 points;

Maybe – There is potentially scope for recommendations as a result of the review for the Council to save money or generate income;- 10 points;

No – The suggested topic is not about a topic that could result in monetary savings or income generation – 0 points.