

## **Overview & Scrutiny Committee**

### **Scrutiny Scoping Check List**

When scoping a review, the Committee will need to consider the following questions:

1. Is there a clear objective for scrutinising this topic?
2. Are you likely to achieve a desired outcome?
3. What resources are available and what timetable do you need to comply with?
4. What are the potential risks?
5. Is this issue strategic and significant?
6. Is the scrutiny activity timely?
7. To what extent is this matter important for local people? For stakeholders? For the Electorate?
8. Does this issue correspond with the council's corporate priorities?
9. How long is it since this issue was last the subject of a review?
10. Is there evidence of real, perceived or imminent failure to a service or policy in this area?
11. What are likely to be the benefits to the council and its customers of this review?
12. What do other members think about this issue?
13. Is there media interest in the issue?

### **Criteria to reject Items for Scrutiny**

Items which have been suggested for review can be rejected if:

1. the issue was dealt with less than two years ago;
2. the issue is already being examined elsewhere in the council (e.g. by full council);
3. new legislation relevant to this issue is expected within the year;
4. there is no scope for scrutiny to add value, or to make any real difference to the service; or
5. policy that is being reviewed; and the objective(s) of the review are unlikely to be achieved in the specified timescale.