

Scrutiny Proposal Form:

(This form should be completed by Members and Officers when proposing an item for the Overview and Scrutiny Committee to address).

Name and designation		Date of referral	
Proposed topic title			
Background to the issue			
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)			
The following section is intended to inform members about the proposed item for scrutiny. Please provide answers to all questions and explain how the item meets any criteria listed.			
Is this a key priority area for the Council?			
Does this issue examine a poorly performing service?			

What has prompted this suggestion?	
What improvements for local people or local stakeholders are likely as a result of a scrutiny exercise and to what extent?	
What improvements will the scrutiny exercise produce for the Council?	
Who could be involved in this exercise?	
How long would this exercise take to be completed? (estimation)	
Please make any further comments that you feel are necessary to mention here.	

Completed copies of this form should be sent to the Overview and Scrutiny Support Officers. The officers will make copies available to the Members of the Overview and Scrutiny Committee.

If you wish to discuss this document please contact one of the Overview and Scrutiny Support Officers using the contact details provided.

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