

APPENDIX 1

Topic:	Suggested by:	Tick
	Councillor	
	Officer.....	
	Public.....	
	Other.....	

(i) **Does the topic meet the Council’s criteria for selecting topics for a review?**

Criteria for selecting items	Tick
(a) Issue identified by Members as key issue for public (through member surgeries and other contact with constituents)	
(b) Poor performing service (evidence from performance indicators/benchmarking)	
(c) Service ranked as important by Council’s community	
(d) High level of user/general public dissatisfaction with service (e.g. through surveys or complaints)	
(e) Public interest issue covered in local media	
(f) High level of budgetary commitment to the service/policy area (as percentage of total expenditure)	
(g) Pattern of budgetary overspends	
(g) Council corporate priority area	
(h) Central government priority area	
(i) Issues raised by External Audit Management letters/External audit reports	
(j) New government guidance or legislation	
(k) Key reports or new evidence provided by external organisations on key issue	
(l) Is this an issues that has been raised by Looked After Children for consideration?	
(m) Is this issue going to have a significant impact positive or negative on Looked After Children?	
(n) Other reason Specify.....	

If none of the above are satisfied - **REJECT**

(ii) **Should it be rejected because:**

Potential criteria for rejecting items	Tick
(a) Issue being examined by the Cabinet	
(b) Issue being examined by an officer group: changes imminent	
(c) Issue being examined by another internal body	
(d) Issue will be addressed as part of a Best Value Review within the next year	
(e) New legislation or guidance expected within the next year	
(f) Other reason Specify.....	

(iii) **Decision**

ACCEPT

REJECT

.....
.....

SCRUTINY – SCOPING TOPIC TEMPLATE

Review Topic

Councillors Involved

Officer Support required

Looked After Children / advocates involved?

Rationale

key issues and/or reason for doing the Review)

Purpose of selected Topic

(specify exactly what the review of the topic should achieve)

Indicators of Success

(what factors would indicate that a Review has been successful) if relevant must include indicators from Looked After children here too.

Methodology/Approach

(what types of enquiry will be used to gather evidence and why)

Specify Witnesses/Experts to be requested to give evidence

(who to see and when)

Specify Evidence Sources for Documents

(which to look at)

Specify Site Visits if required

(where and when)

Specify Evidence Sources for Views of Stakeholders

(consultation/workshops/focus groups/public meetings)

Publicity Requirements

(what is needed – press release, flyers, leaflets, radio broadcasts, etc)

Resource Requirements

(people, expenditure)

Barriers/dangers/risks

(identify any weaknesses and potential pitfalls)

Topic start date	Draft Report Deadline
Meeting Frequency	Topic completion date

