

Appendix 1

SCRUTINY TOPIC SELECTION ASSESSMENT

Topic:

Proposed by:

Date:

STEP 1: Rationale

Rationale for Selection <ul style="list-style-type: none">• Why would we do this?• Does it link to our Strategic outcomes and priorities?• What benefits could result?	Evidence <ul style="list-style-type: none">• What evidence is there to support the rationale and need for scrutiny inquiry/ review?• What are the facts?	Desired Outcome <ul style="list-style-type: none">• What would we wish to achieve in undertaking scrutiny inquiry /review?• Is the desired outcome likely to be achieved and why?

Step 2: Rejection Criteria:

- Already being addressed by LDC or partners
- Matter subjudice or prejudicial to Council's interests
- Specific case falling within complaints procedure
- Individual disciplinary or grievance matter
- Unlikely to result in improvements for local people

Select Reject

Specify reason(s) for rejection:

Step 3: Selection Criteria:

- Improvements for local people likely
- Community or corporate priority area
- Key issue for public
- Poorly performing service
- High level of dissatisfaction

Select Reject

Specify reason(s) for selection:

STEP 4: Prioritise – Score for **Importance** and **Impact** and plot on grid

<p><u>Importance Score</u></p> <p>Supporting Evidence:</p>	High	4	<p>AMBER ZONE</p> <p>Possible topic for scrutiny but not a priority</p>	<p>GREEN ZONE</p> <p>Priority topic for scrutiny</p>
	<p>I M P O R T A N C E</p>	Low	<p>RED ZONE</p> <p>Reject topic for scrutiny</p>	<p>AMBER ZONE</p> <p>Possible topic for scrutiny but not a priority</p>
<p>1 2 3 4</p> <p>Low IMPACT High</p>				
<p><u>Impact Score</u></p> <p>Supporting Evidence</p> <p><i>*Consider Briefing Note or Briefing Session</i></p>				

Scoring Guide			
Score 0	No evidence that topic is related to the Council's key aims and priorities. Reject	Score 0	No potential benefits likely to result. Reject
1	Some evidence that topic linked to Council's key aims and priorities but only indirectly.	1	Minor potential benefits or benefits affecting only one ward/customer/client group.
2	Good evidence linking topic to Council's key aims but not to Council's current priorities.	2	Minor potential benefits affecting two or more wards/customer/client groups or, Moderate potential benefits affecting only one ward/customer/client group.
3	Good evidence linking topic to Council's key aims and priorities.	3	Moderate potential benefits affecting more than one ward/customer/client group, or Substantial potential benefits affecting one or more ward/customer/client groups.
4	Strong evidence linking topic to Council's key aims and priorities.	4	Substantial potential benefits community wide or for a significant proportion or section of the community
OUTCOME:		<input type="checkbox"/> Select* <input type="checkbox"/> Reserve List <input type="checkbox"/> Reject	
Date:		<input type="checkbox"/> Full O&S Committee <input type="checkbox"/> Task and Finish Group	
<p>*Estimated date for start _____ and finish _____ HOS:</p>			