

Request by Councillor for a Scrutiny review

Guidance Notes

Members can request the Scrutiny Committee to hold a review into an important subject or matter of concern in the Borough. It need not relate purely to services provided by the Council and could cover any matter effecting local residents or businesses.

The Council focuses its scrutiny activities on the things that matter most and on outcomes that can make a real difference for local people. It simply has not got the resources to look at everything that might be suggested and therefore has to prioritise. The Council's suggested criteria for selecting reviews are as follows (this information is also contained within the Scrutiny Guide, which all members will have received a copy):

- Members identify key issue for the public
- Poor performing services
- High level of user dissatisfaction
- High level of resource in the area
- Government/council high priority area
- New government guidance or legislation
- Media attention

For each review undertaken there should be:

- Key reasons for undertaking the review
- What the review is expected to achieve
- Agreed measures for identifying a successful review
- A project plan specifying the timetable and methodology (what evidence will be gathered, what consultation will take place)
- Consultation as to the composition of the panel which maybe undertaking the review

Please bear in mind when suggesting a topic for review that the following information will be needed and that where possible you provide as much information for the Scope and Terms of reference. This will assist the Chair and Deputy Chair when considering which three items will be selected for inclusion into the Annual Work Programme.

Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be pursued through the appropriate Service Unit, Ward Councillors or Executive Member responsible. Nor does scrutiny deal with individual complaints which are dealt with through the Council's complaints procedure. Other topics not appropriate for scrutiny include: matters already being addressed, matters subjudice or prejudicial to the Council's interests, individual disciplinary or grievance matters and matters unlikely to result in improvements for local people.

Subject	
Brief Scope (outline for review)	
Suggested Consultation	

Reasons for Review and Supporting Information (continue on a separate sheet if necessary)	
Reasons for Review:	
1. Why should topic be reviewed?	
2. How does it link to Council's strategic aims and priorities?	
3. What benefits could result in conducting this review?	
Supporting Evidence:	
1. What evidence is there to support the reasons and need for a scrutiny review?	
2. What are the facts?	

Desired Outcome:	
1. What would you wish to see happen as a result of any review?	
2. Why do you think the desired outcome is achievable as a result of a review?	

Name: (please print)

Signed:

Date:

Please complete and return this form to the Scrutiny Co-Ordinator, Town Hall, Grove Road, Eastbourne, BN21 4UG. Alternatively you may fax the form on 01323 410322, or Email the form to Katie.armstrong@eastbourne.gov.uk Should you have any queries about completing the form please telephone 01323 415023

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Date Received:

Date Acknowledged:

Decision Date:

Decision; Accept Reject Defer

Date Decision Notified:

By: