

Scrutiny Proposal Form (for inclusion on the workplan)

Title of Proposed Scrutiny Item	
Scrutiny Committee Making the request:	
Date that the Committee agreed to add the item to the Workplan:	
Brief Background (Why has this come to Scrutiny attention? Forward Plan/ Complaints/petition etc):	
Purpose and scope of the Item (Why do you want to undertake this review. Detail areas out of scope as well):	
Method of Scrutiny: (Agenda Item/single issue meeting/short scrutiny review See notes):	
Proposed meeting date for Scrutiny (where applicable):	
Intended Outcomes:	
Information requested for inclusion in the Item (Research) and deadlines:	
Who are the Stakeholders./ potential invitees: (Officers/Cabinet Members/Volunatry Sector/Public etc)	

To be completed post meeting

Concusion/ Recommendations as a result of Scrutiny?	
Date of Cabinet Meeting to be presented at (If applicable):	
Cabinet response to recommendations:	
Date of Follow too be requested by Scrutiny?:	
Form of Follow up? (Email update from Officers/Cabinet? Officer/Cabinet Member invite to Scrutiny to Update;	
Impact of Scrutiny Review of the Item?:	