

**PROPOSAL FORM  
FOR ITEMS FOR CONSIDERATION BY  
OVERVIEW & SCRUTINY**

Submitted by:

Item for Consideration:

**Expected outcome ie. new policy, new action, new partnership, review and/or scrutinise the performance of other public bodies or of the Council in relation to its policy objectives, performance targets and/or particular service areas:**

**Priority for matter to be considered:**

High (up to 3 months)

Medium (3-9 months)

Low (over 9 months)

Basis on which priority has been set .....

**The suggested item should be included in future programme(s) because: (please tick as appropriate)**

- (a) It is a district level function over which the district has some control
- (b) It is a recently introduced policy, service area of activity which would be timely to review
- (c) It is a policy which has been running for sometime and is due for review
- (d) It is a major proposal for change
- (e) It is an issue raised via complaints received
- (f) It is an area of public concern
- (g) It is an area of poor performance
- (h) It would be of benefit to residents of the district
- (i) Which of the Council's objectives does the issue address:  
.....

(j) Is there a deadline for the Council to make a decision? (If so, when and why?) .....

**Members are requested to provide information on the following:-**

(k) What do you wish to achieve from the review?  
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(l) Are the desired outcomes likely to be achievable?  
.....

(m) Will it change/increase efficiency and cost effectiveness?

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**Additional information** – an explanatory sentence or paragraph to be provided below to support each box which has been ticked.

**Please return the completed form to Democratic Services Department**