

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

Submitted by:

Item for Consideration:

Expected outcome i.e. 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 (3-6 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 some time 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?

(l) Are the desired outcomes likely to be achievable?

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

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

Please return completed form to Democratic Services Department.