

Appendix E

Scrutiny Committee – Review Topic Submission Form

Councillor Name and other Councillors supporting submission	
Review Topic	<i>[Title of review]</i>
Links to the Council's priorities	<i>[Refer to the latest Corporate Plan for the Council's current priorities]</i>
What priority level is this item?	<i>[State whether you feel the item is low, medium, or high priority]</i>
Terms of reference (to include the scope of the review)	<i>[Outline suggested major areas of inquiry]</i>
Purpose and objective of the review	<i>[State why you feel the review needs to take place and what you think the review can achieve setting out any S.M.A.R.T objectives]</i>
Methodology/approach (methods to be used for gathering evidence)	

Written evidence required	
Potential witnesses	<i>[These could be Councillors (e.g. portfolio holders) or Officers from the Council, or external representative such as residents, the Police, ECC Officers etc.]</i>
Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)	
Site visits (where and when)	
Publicity (methods to be used)	
Resources (people, expenditure)	
Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)	
Measures of success	<i>[State how think the success of the review will be measured]</i>