

Scrutiny Committee – Review Topic Submission Form

Councillor Name and other Councillors supporting submission	Kay Morrison
Review Topic	Current Councillor Reporting system
Links to the Council's priorities	Should link with all Council priorities
What priority level is this item?	For Councillors: priority no.1
Terms of reference (to include the scope of the review)	To investigate current system To identify weaknesses To compare with alternatives To recommend improvements
Purpose and objective of the review	To enable Harlow Council to deliver services effectively
Methodology/approach (methods to be used for gathering evidence)	A cross-section of councillors should be interviewed, as should officers directly involved, with officers from services
Written evidence required	May be easier for some people. Case studies-possibly
Potential witnesses	Senior officers (as above) Senior and junior councillors
Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)	Councillors Services affected Democratic Services
Site visits (where and when)	
Publicity (methods to be	

used)	
Resources (people, expenditure)	?
Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)	Resistance to change Effect on jobs/roles
Measures of success	Quicker response for residents and services