

## **Selection of topics and issues for scrutiny by councillors, officers or members of the public**

Anyone wishing to suggest a topic for scrutiny must complete Section 1 of this form.

### 1. Sources

The following are sources of ideas for the work programme:

- Performance indicators, both national and internal.
- Views of Cabinet and Leadership Team especially in relation to policy subjects.
- The Council's surveys, such as the annual residents' survey.
- The Complaints Report which is compiled annually by the Customer Service Centre.
- Service complaints more widely; although individual cases will not be taken up if a large volume of complaints is received about a single issue then it may be appropriate to pursue the topic.
- Reports of external inspections of services.
- The views of the Council's partners.
- Issues picked up by ward councillors in their locality.
- Notice of Executive Key Decisions and Executive Decisions which are confidential under the terms of the Local Government Act 1972 Schedule 12A'.

### 2. Outcomes

Success indicators could include:

- Having identified local needs;
- Having evaluated alternative ways of working/how a service could improve and making recommendations to the Executive or the Council's partners;

- Having developed an awareness of any contractual, economic, legal or structural constraints on Council's or its partners approach.

### 3. Criteria

To qualify for consideration the topic must meet the following criteria:

- Affect a group or community of people. Scrutiny will not normally look at individual service complaints.
- Relate to a service, event or issue in which Watford Borough Council has a significant stake.
- Not be an issue that Scrutiny has covered during the last year.
- Not be a planning or licensing issue, or any other matter dealt with by another council committee.
- To match one or more of the Council's current priorities.
- To be feasible and able to be completed within the timescale projected for the work.
- There must be availability within the relevant department/service to support the review.
- Be a topic that members wish to scrutinise.

## Suggestions for topics to be scrutinised – evaluation table

A Member, Officer or member of the public suggesting a topic for scrutiny must complete Section1 as fully as possible. Completed tables will be presented to Overview & Scrutiny for consideration.

<b>Section 1 – Scrutiny Suggestion</b>	
<b>Proposer: Councillor/Officer/Member of public</b>	
<b>Topic recommended for scrutiny:</b> <i>Please include as much detail as is available about the specific such as;</i> <ul style="list-style-type: none"><li>• <i>areas which should be <u>included</u> in the review.</i></li><li>• <i>areas which should be <u>excluded</u> from the review.</i></li><li>• <i>Whether the focus should be on past performance, future policy or both.</i></li></ul>	<i>Give details</i>
<b>Why have you recommended this topic for scrutiny?</b>	<i>Give details</i>

**What are the specific outcomes you wish to see from the review?**

*Examples might include:*

- *To identify what is being done and what the potential barriers are;*
- *To review relevant performance indicators;*
- *To compare our policies with those of a similar authority;*
- *To assess the environmental/social impacts;*
- *To Benchmark current service provision;*
- *To find out community perceptions and experience;*
- *To identify the gap between provision and need*

*Give details*

<p><b>How do you think evidence might be obtained?</b></p> <p><i>Examples might include</i></p> <ul style="list-style-type: none"> <li>• Questionnaires/Surveys</li> <li>• Site visits</li> <li>• Interviewing witnesses</li> <li>• Research</li> <li>• Performance data</li> <li>• Public hearings</li> <li>• Comparisons with other local authorities</li> </ul>	<p style="text-align: right;"><i>Give details</i></p>
<p><b>Does the proposed item meet the following criteria?</b></p>	
<p>It must affect a group or community of people</p>	<p style="text-align: right;"><i>Give details</i></p>
<p>It must relate to a service, event or issue in which the council has a significant stake</p>	<p style="text-align: right;"><i>Give details</i></p>

<p>It must not have been a topic of scrutiny within the last 12 months</p> <p><i>There will be exceptions to this arising from notified changing circumstances. Scrutiny will also maintain an interest in the progress of recommendations and issues arising from past reports.</i></p>	<p><i>Please confirm</i></p>
<p>It must not be an issue, such as planning or licensing, which is dealt with by another council committee</p>	<p><i>Please confirm</i></p>
<p><b>Does the topic meet the council's priorities?</b></p>	<ol style="list-style-type: none"> <li>1. Making Watford a better place to live in</li> <li>2. To provide the lead for Watford's sustainable economic growth</li> <li>3. Promoting an active, cohesive and well informed Town</li> <li>4. To operate the Council efficiently and effectively</li> </ol> <p><i>Please confirm which ones</i></p>

<p><b>Are you aware of any limitations of time, other constraints or risks which need to be taken into account?</b></p> <p><i>Factors to consider are:</i></p> <ul style="list-style-type: none"> <li>• <i>forthcoming milestones, demands on the relevant service area and member availability:</i></li> <li>• <i>imminent policy changes either locally, regionally or nationally within the area under review.</i></li> </ul>	<p><i>Include details</i></p>
<p><b>Does the topic involve a Council partner or other outside body?</b></p>	<p><i>Include details</i></p>

<p>Are there likely to be any Equality implications which will need to be considered?</p> <p><i>Protected characteristics under the Equality Act 2010 are:</i></p> <ul style="list-style-type: none"> <li>• <i>Age</i></li> <li>• <i>Disability</i></li> <li>• <i>Gender reassignment</i></li> <li>• <i>Pregnancy or maternity</i></li> <li>• <i>Race</i></li> <li>• <i>Religion or belief</i></li> <li>• <i>Sex</i></li> <li>• <i>Sexual orientation</i></li> <li>• <i>Marriage or civil partnership</i> <i>(only in respect of the requirement to have due regard to the need to eliminate discrimination)</i></li> </ul>	<p><i>Give details</i></p>
---	----------------------------

<p><b>Sign off</b></p>			
<p><b>Councillor/Officer</b></p>	<p><b>date</b></p>	<p><b>Head of Service</b></p>	<p><b>date</b></p>



**The following sections to be completed by Democratic Services in consultation with Overview and Scrutiny Committee as necessary**

<b>Section 2</b>	
<b>Consultation with relevant Heads of Service</b>	
<i>It is important to ensure that the relevant service can support a review by providing the necessary documents and attending meetings as necessary. The Head of Service's comments should be obtained before the request to hold a review is put to the Overview and Scrutiny Committee.</i>	
Has the relevant Head of Service been consulted?	<i>Yes/no (if no, please give reason)</i>
Is there any current or proposed review of service which would affect this suggestion?	<i>Yes/no (if yes, please provide details)</i>
Is this a topic which the service department(s) is able to support	<i>Include HoS comments here</i>
When was the last time this service was the subject of a scrutiny review?	<i>Include date if known</i>

Is the issue something which will be of significant interest to the public and if so, how should this be managed?

**Section 3 – Follow up Actions**

Agreed by Overview & Scrutiny Committee

Yes/No  
*If "no" give reasons*

Agreed Membership

Anticipated completion date

Likely number of meetings

Where will the findings of the Task Group be reported to and approximately when?

**Section 4 – Completion of the review**

Date final report considered by Overview and Scrutiny Committee

*If the final report is not to be presented to Overview and Scrutiny Committee please provide a reason.*

Date final report considered by the Executive (Cabinet and/or Portfolio Holder)

*If the report is not to be presented to the Executive please provide a reason.*

Date final report forwarded to other interested parties.

*This includes all parties who provided evidence for the review or attended as witnesses.*

Proposals for ongoing monitoring of action plan, outcomes and impact