



**SUGGESTION FOR A SCRUTINY REVIEW
SCOPING FORM**

To be used in accordance with Scrutiny Procedure Rule 7 of the Council's Constitution.

Suggestion From	
Title of the suggested Review	
1. Purpose of the Review	
2. What are the main issues and concerns to be considered?	
3. What are the desired outcomes of this Review? <i>Priority should be given to issues which have the potential to lead to real improvements, and do not duplicate existing work.</i>	
4. What issues should be disregarded as not relevant to this Review?	
5. Who is responsible for providing this service, or tackling the issue in question? <i>Identify a lead officer, or if not a District Council issue, the service provider.</i> Have you spoken to them, and if so, what was the response?	

<p>6. Have you spoken with the responsible Cabinet Member(s) and sought their view on this issue?</p>
<p>7. Estimation of the Committee's and Officers time and resource implications (for example, one report to a dedicated meeting, a Task and Finish Group etc.) <i>The outcome of the proposed Review should be proportionate to the cost of carrying out the Review in terms of staff and Councillor time</i></p>
<p>8. Suggested witnesses, required or background documentation and consultation</p>
<p>9. Estimation of timescales</p>

<p>10. Will this review contribute to one or more of the Critical Success Factors outlined in the East Suffolk Business Plan? If so, please indicate which below:</p>
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Would you like to be involved in the review?			
Yes		No	
Date of request:		Signed	

Please return this form FAO of Katherine Abbott democraticservices@eastsoffolk.gov.uk

