

## Proforma for Work Programmes

Name of Overview & Scrutiny Committee: \_\_\_\_\_

Time Period for Work Programme: \_\_\_\_\_

Contact Officer for Work Programme: \_\_\_\_\_

Category of Item	Time Period for Review of Item (either by months or by meeting cycle)
<b>Call-in items</b>	
<b>Cabinet Forward Plans</b>	
<b>Items referred by:</b> <ul style="list-style-type: none"> <li>- Cabinet</li> <li>- Full Council</li> <li>- Area bodies</li> <li>- Other bodies</li> </ul>	
<b>Examination of Key Policies &amp; Strategies e.g. consultation over Budget &amp; Policy Framework</b>	
<b>Policy Reviews:</b> <ul style="list-style-type: none"> <li>- Short reviews</li> <li>- In-depth Reviews</li> <li>- External Scrutiny Reviews</li> </ul>	
<b>Other</b>	

## Criteria Checklist for Selecting Topics for Review

Potential Criteria for Selecting Items	✓ or x
Issue identified by members as key issue for public (through member surgeries and other contact with constituents)	
Poor performing service (evidence from performance indicators/benchmarking)	
Service ranked as important by Council's community (e.g. through market surveys/citizens panel)	
High level of user/general public dissatisfaction with service (e.g. through market surveys/citizens panels/complaints)	
Public interest issue covered in local media	
High level of budgetary commitment to the service/policy (as percentage of total expenditure)	
Pattern of budgetary overspend	
Council corporate priority area	
Central government priority area	
Issues raised by External Audit Management Letters/External audit reports	
New government guidance or legislation	
Key reports or new evidence provided by external organisations on key issue	
Others?	

BUT ALSO DEVELOP CRITERIA TO 'FILTER OUT' ITEMS.

<b>Potential Criteria for Rejecting Items</b>	<b>✓ or x</b>
Issue being examined by the cabinet	
Issue being examined by an officer group: changes imminent	
Issue being examined by another internal body	
Issue will be addressed as part of a Best Value Review within the next year (or more?)	
New legislation or guidance expected within the next year	
Others?	