

## CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

### SCRUTINY TOPIC ASSESSMENT - SELECTION CRITERIA

#### 1.0 Topic Selection Criteria

The topic should meet at least one of the following:

- Improvements for local people likely.
- Community/Corporate priority area.
- Key issue for the public.
- Poor performing service.
- High level of dissatisfaction.

#### 2.0 Topic Rejection Criteria

The topic should not meet any of the following:

- Already being addressed.
- Matter subjudice or prejudicial to Council's interests.
- Unlikely to result in improvements for local people.

#### 3.0 Scoring

Each topic is scored for Importance and Impact on a scale of 1-4 using a scoring guide. (Scoring Topic Assessment Template attached for information).

**Importance** – how well a topic fits with the Council's key aims and priorities.

**Impact** – likely potential impact of outcomes from a scrutiny investigation of the topic in terms of community benefit.

#### 4.0 Scoring Guide

##### **Importance**

- 1 Some evidence that the topic is linked to the Council's key aims and priorities but only indirectly.
- 2 Good evidence linking topic to Council's aims but not to Council's current priorities.
- 3 Good evidence linking topic to Council's key aims and priorities.
- 4 Strong evidence linking topic to Council's key aims and priorities.

## **Impact**

- 1 Minor potential benefits or benefits affecting only one ward/customer/client group
- 2 Minor potential benefits affecting two or more wards/customer/client groups or, moderate potential benefits affecting only one ward/customer/client group.
- 3 Moderate potential benefits affecting more than one ward/customer/client group, or Substantial potential benefits affecting one or more ward/customer/client group.
- 4 Substantial potential benefits community wide or for a significant proportion or section of the community.

## **Appendix**

- 1 Scrutiny Topic Assessment Template



# SCRUTINY TOPIC ASSESSMENT TEMPLATE

## SCRUTINY TOPIC SELECTION ASSESSMENT

<b>TOPIC:</b>	
<b>SUGGESTED BY:</b>	<b>DATE:</b>

<b>STEP 1: REJECTION CRITERIA MUST NOT MEET ANY OF THESE:</b>		<b>STEP 2: SELECTION CRITERIA MUST MEET ONE OF THESE:</b>	
<input type="checkbox"/> Already being addressed		<input type="checkbox"/> Improvements for local people likely	
<input type="checkbox"/> Matter subjudice or prejudicial to Council's interests		<input type="checkbox"/> Community Strategy/Corporate priority area	
<input type="checkbox"/> Specific case falling within complaints procedure		<input type="checkbox"/> Key issue for public	
<input type="checkbox"/> Individual disciplinary or grievance matter		<input type="checkbox"/> Poor performing service	
<input type="checkbox"/> Unlikely to result in improvements for local people		<input type="checkbox"/> High level of dissatisfaction	
Select	Reject	Select	Reject

**STEP 3: PRIORITISE**

**SCORING GUIDE**

<b>IMPORTANCE SCORE INDICATOR</b>		<b>IMPACT SCORE INDICATOR</b>	
Score 0	No evidence that topic is related to the Council's key aims and priorities. Reject	Score 0	No potential benefits likely to result. Reject
1	Some evidence that topic linked to the Council's key aims and priorities but only indirectly.	1	Minor potential benefits or benefits affecting only one ward/customer/client group
2	Good evidence linking topic to Council's key aims but not to Council's current priorities	2	Minor potential benefits affecting two or more wards/customer/client groups or, Moderate potential benefits affecting one ward/customer/client group.
3	Good evidence linking topic to Council's key aims and priorities	3	Moderate potential benefits affecting more than one ward/customer/client group or, Substantial potential benefits affecting one or more ward/customer/client groups
4	Strong evidence linking topic to Council's key aims and priorities	4	Substantial potential benefits community wide or for a significant proportion or section of the community.
See attached for Council's key aims and priorities			

Outcome:
Date:

<b>Topic priority guide</b>			
Score 1-4	Reject topic		
Score 5-6	Possible topic for scrutiny		
Score 7-8	Priority topic for scrutiny		
Outcome:	<input type="checkbox"/> Select	<input type="checkbox"/> Reserve List	<input type="checkbox"/> Reject



## PRIORITIES

### Our Vision

To be a Council which is ambitious for West Lancashire

### Our Values

- Enterprising – being innovative and creative, delivering lasting improvements;
- Inclusive – working in partnership to benefit West Lancashire and being open and involving in the way decisions are made
- Equality – promoting equality and reducing inequality
- One Council – adopting a co-ordinated approach
- Caring – valuing and developing employees

### Our priorities

- **Ambitious for our Economy**  
Retain and grow jobs, increase skill levels and encourage business and wealth.
- **Ambitious for our Environment**  
Enhance the built and physical environment and its cleanliness.
- **Ambitious for Health and Wellbeing**  
Improve the health and wellbeing of local communities.

### Delivering our Priorities

West Lancashire Borough Council is ambitious for our businesses, our places and our people. We are committed to important projects that will benefit the borough and everyone who lives and works here.