

# 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**

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