

## SCRUTINY REVIEW TOPIC SUGGESTION FORM



BEFORE COMPLETING THIS FORM, PLEASE READ  
THE GUIDANCE NOTES ATTACHED

**I WOULD LIKE TO REGISTER A REQUEST FOR THE FOLLOWING MATTER TO BE REVIEWED:**

**SUGGESTED TOPIC FOR SCRUTINY REVIEW:**

**REASONS FOR SUGGESTING THIS TOPIC** *(continue on a separate sheet if necessary):*

**PLEASE CONSIDER:**

- Why should there be a review on this?
- How does it link to the Council's strategic objectives and priorities?
- What benefits to local people could result?

**SUPPORTING EVIDENCE** *(continue on a separate sheet if necessary):*

**PLEASE CONSIDER:**

- What evidence is there to support the above reasons?
- What are the facts?

**DESIRED OUTCOME:**

**PLEASE CONSIDER:**

- What would you wish to see happen as a result of any review?
- Why do you think the desired outcome is achievable?

This topic *(please tick appropriate box):*

Is my suggestion

Was suggested to me by a member of the public

Other (please specify)

**NAME:**

**SIGNATURE:**

**DATE:**

ADDRESS:		
E-MAIL ADDRESS:		
DAY TELEPHONE NO:		
EVENING TELEPHONE NO:		
FAX NO:		
ORGANISATION <i>(if appropriate)</i> :		
Would you like to make a statement to the Scrutiny Committee in support of the request?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, which Scrutiny Committee?	Corporate Resources	<input type="checkbox"/>
	Economy and Environment	<input type="checkbox"/>
	Housing and Public Protection	<input type="checkbox"/>
	Lifelong Learning	<input type="checkbox"/>
	Social Care and Health	

**Please return the completed form to:  
The Scrutiny and Committee Services Section  
The Vale of Glamorgan Council  
Civic Offices  
Holton Road  
BARRY  
CF63 4RU**

**Alternatively, e-mail your form to [JERees@valeofglamorgan.gov.uk](mailto:JERees@valeofglamorgan.gov.uk)**

## SCRUTINY REVIEW SCORING GUIDE AND PRIORITY GRID

### Scoring Guide

<b><u>Score</u></b>	<b><u>Importance Indicator</u></b>	<b><u>Impact Indicator</u></b>
0	No evidence that the topic is linked to the Council's key objectives and priorities.	No identified benefits likely to result as a result of a review.
1	No evidence of links to the Council's aims and priorities, but an ongoing area of public concern that falls within the Authority's remit.	Minor potential benefits affecting one ward / customer / client group.
2	Some evidence of links to the Council's key objectives but they may be indirect and the topic is not related to current Council priorities.	Minor potential benefit affecting two or more wards / customer / client groups; or Moderate potential benefit affecting one ward / customer / client group. Potential benefit to an individual service area within the Council.
3	Good evidence linking to the Council's key objectives and priorities and / or evidence of public concern.	Moderate potential benefit affecting two or more wards / customer / client groups; or Substantial potential benefit affecting one ward / customer / client group. Potential benefit to a department within the Council.
4	Strong evidence of links to the Council's key objectives and priorities and a high level of public concern.	Substantial potential benefits for a significant proportion of the community. Substantial potential benefits for the Council.

## Priority Grid

		<b>Amber</b>		<b>Green</b>		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">IMPORTANCE</div>	High	4	Possible topic for Scrutiny but not a priority		Priority topic for Scrutiny	
	3					
	2	Reject topic for Scrutiny		Possible topic for Scrutiny but not a priority		
	1					Low
		0	<b>Red</b>		<b>Amber</b>	
		1	2		3	4
		<b>Low</b>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">IMPACT</div>		<b>High</b>

### Key

A topic scoring 3 for Importance and 3 for Impact would be seen as green, indicating it as a priority.

Similarly, a topic scoring 1 for Impact and 1 for Importance would fall within red, indicating rejection.

Topics falling within amber would indicate possible topics for Scrutiny, but not a priority. A selection of amber topics would depend on capacity within the work programme to accommodate them.

In exceptional circumstances where a review would be prejudicial to the Council's interests, the Managing Director/ Director may advise the Scrutiny Committee that it would be best not to proceed with the review.