

**PRO-FORMA FOR SCRUTINY TOPICS**

Please list up to two suggestions below:

| <b>Questions</b>   | <b>Topic No.1</b> | <b>Topic No.2</b> |
|--|-------------------|-------------------|
| <p><b>Suggested Topic Review</b></p> <ul style="list-style-type: none"> <li>➤ What topic are you suggesting and what is the review title?</li> </ul>   |                   |                   |
| <p><b>Scope of the Review</b></p> <ul style="list-style-type: none"> <li>➤ Why have you chosen this topic?</li> <li>➤ What are the key areas of focus for the review?</li> <li>➤ Does this topic relate to a specific area/ward or the whole Borough?</li> </ul> |                   |                   |
| <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>➤ What outcome(s) do you expect from the review?</li> </ul>   |                   |                   |

Other matters for consideration:

|   |  |  |
|---|--|--|
| <p><b>Format &amp; Consultation</b></p> <ul style="list-style-type: none"> <li>➤ What format would be used?<br/>e.g. Review Panel<br/>Membership, site visits etc.</li> <li>➤ Who would you consult?</li> <li>➤ Method of engagement? e.g. survey, discussion group.</li> </ul> |  |  |
| <p><b>Timescale</b></p> <ul style="list-style-type: none"> <li>➤ How long will it take to complete the review?</li> </ul>   |  |  |
| <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>➤ What resources are required to complete the review?</li> </ul>   |  |  |