



Overview and Scrutiny Committee

Notice of a Meeting, to be held in the Council Chamber, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL on Tuesday 24th January 2017 at 7.00pm.

The Proposed Members of this Committee are:-

Cllr Chilton (Chairman)

Cllr Michael (Vice-Chairman)

Cllrs. Aaby, Burgess, Feacey, Hicks, A. Howard, W. Howard, Krause, Link, Mrs. Martin, Sims.

Agenda

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Nos. |
|---|----------------------|
| 1. Apologies/Substitutes – To receive Notification of Substitutes in accordance with Procedure Rule 1.2(iii) | |
| 2. Declarations of Interest:- To declare any interests which fall under the following categories, as explained on the attached document: | (i) |
| a) Disclosable Pecuniary Interests (DPI) | |
| b) Other Significant Interests (OSI) | |
| c) Voluntary Announcements of Other Interests | |
| See Agenda Item 2 for further details | |
| 3. Minutes – to approve the Minutes of the Meeting of this Committee held on the 22nd November 2016. | |

Part I – Matters Referred to the Committee in Relation to Call-In of a Decision made by the Cabinet

None for this meeting

Part II – Responses of the Cabinet to Reports of the Overview and Scrutiny Committee

None for this Meeting

Part III – Ordinary Decision Items

4. Education provision in Ashford Borough – A presentation from Kent County Council’s Area Education Officer regarding the provision and resourcing of education in the Borough of Ashford. The information presented will serve to aid the committee in determining the scope of a possible future review into education within the Borough.
5. Developing Infrastructure to deliver Ashford’s growth
6. Report of Budget Scrutiny Task Group

Part IV – Information/Monitoring Items

7. Future Reviews and Report Tracker and Topic Selection Flowchart

Queries concerning this agenda? Please contact Clare Ricketts:
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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- Membership of outside bodies that have made representations on agenda items, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, with revisions adopted on 17.10.13, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

Overview and Scrutiny Committee

Minutes of a Meeting of the Overview and Scrutiny Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **22nd November 2016**.

Present:

Cllr. Michael (Vice-Chairman in the Chair)

Cllrs. Burgess, Heyes, Hicks, A. Howard, Krause, Link, Mrs. Martin.

In accordance with Procedure Rule 1.2 (iii) Councillor Heyes attended as Substitute Member for Councillor Feacey.

Apologies:

Cllrs. Aaby, Chilton, Feacey.

Also Present:

Cllr. Smith.

Deputy Chief Executive, Policy & Performance Manager, Senior Policy, Performance & Scrutiny Officer, Corporate Scrutiny and Overview Officer, Member Services and Ombudsman Complaints Officer.

201 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 25th October 2016 be approved and confirmed as a correct record.

202 Quarter 2 2016/17 Performance Report

The Senior Policy, Performance and Scrutiny Officer introduced this item. He said a number of questions had already been asked about the report, including on some of the methodology, which he would do his best to address.

Regarding the measurement of town centre footfall, data was provided via a device installed opposite WH Smith on the High Street. This device measured both pedestrians and cars. This data was audited each day by the company to ensure that the tracking software was operating as expected. However, the details provided in the report were just a snapshot of the total information available through the Dashboard, which provided a wider picture of the overall health and vitality of the High Street. In this instance, footfall figures should be viewed alongside various other factors, such as town centre vacancy rates and usage figures for town centre car parks.

The Senior Policy, Performance and Scrutiny Officer said the report provided unemployment figures for those of working age, as well as young people. The Dashboard provided further comparative data and greater detail, whilst the report only showed a glimpse of the data available on the site.

The Dashboard also provided a great deal of information on house prices and sales over the last few years, as well as rents, % of rent collected from Council housing tenants and mortgage repossessions. The site thus provided a broad understanding of the health of the housing market in the Borough.

The Chairman opened up this item for discussion, and the following questions/comments were made:

- A Member pointed out that the footfall measurement device on the High Street would only measure footfall in that one area, and he questioned how footfall throughout the rest of the town centre was measured. The Senior Policy, Performance and Scrutiny Officer explained that the site for the device on the High Street had been chosen after investigative work to find the best representative place. He said that separate footfall data was also gathered from Park Mall, although clearly these two areas did not capture every entry and exit into the town centre. The Lead Member for Town Centres Focus and Business Dynamics responded that this issue had been noted. Work was currently being undertaken to consider how best to develop a more reliable measuring tool for town centre activity.
- One Member commented on the state of the Lower High Street, which she felt was neglected. She considered the Council should spend more resources in that area.
- A Member said he considered that there was not sufficient provision of shared ownership housing throughout the Borough, and especially in the town centre. He was concerned that there was an absence of this type of property in recent planning applications and he considered the Council should be making an effort to encourage more shared ownership opportunities. It was agreed that the Senior Policy, Performance and Scrutiny Officer would provide information to a future meeting of this Committee to ensure that this concern was being addressed. Another Member pointed out that at Planning Committee, Officers often argued the case against shared ownership due to viability issues. Members noted that shared ownership provided benefits to the first owner, but thereafter there were no benefits to subsequent owners, unless the property was owned by a Housing Association. One Member said that the 'building to rent' approach was popular, but should not be considered ideal. However, he did acknowledge that such an approach indicated investor confidence in the town centre and that the Council should seek a balance between commercial interests and looking after residents.
- One Member questioned whether it would be viable to convert the top of shops in the town centre into residential flats for local people. She suggested this might improve the night-life of the town centre and inject more vitality into the area. Members felt this might work in the case of new

build, but may be too complex in the case of older buildings. The Council's space and quality standards may also make such a proposal out of the question.

- The Senior Policy, Performance and Scrutiny Officer said that the figure provided in the report for social rent income was incorrect, as an additional element of social rent had not been included. However, this had now been remedied on the Dashboard.
- Members asked for an update on the situation regarding the new community toilets. One Member said that signage for the community toilets was unsatisfactory and unclear and that the scheme should not have been rolled out until all signs were in place. The Policy and Performance Manager responded that stickers were displayed in participating shops, but conceded that they may not be sufficiently visible. She pointed out that at the moment the Vicarage Lane toilets were still open to the public, although there were persistent problems with vandalism. One Member noted that extra disabled spaces had been provided in the Vicarage Lane Car Park, close to the entrance, to enable better access to the Gateway or the Phoenix pub, both of whom had community toilets.

Resolved:

That that the Senior Policy, Performance and Scrutiny Officer provide information to a future meeting of this Committee on the issue of provision of shared ownership housing in the Borough.

203 Developing infrastructure to support Ashford's Growth – Scoping Report

The Corporate Scrutiny and Overview Officer introduced this item. He tabled a paper in response to previous Overview and Scrutiny Committee discussions and concerns about potential gaps between the emerging Local Plan and the provision of key infrastructure. He said that the Planning Policy team were liaising closely with infrastructure providers concerning the emerging Local Plan to 2030, and the preparation of an infrastructure delivery schedule; however, this was a complex process as not all stakeholder forward plans matched the lifespan of the Local Plan.

The Chairman opened up the item for discussion and the following questions/comments were made:

- One Member noted that faster broadband provision was now a condition on some new developments. The Council was trying to drive forward fibre technology across the whole Borough, and he considered this was a reflection on the current Administration's desire to facilitate business and accessibility.
- Members questioned the priority level attached to various projects within the Infrastructure Development Schedule. In particular, they considered that the upgrade of the Ashford to Hastings Line, the Ashford Spurs, and the Pound Lane Link Road projects should be given high priority.

- A Member noted that the Council had only delivered half of the housing target anticipated, but there were still problems meeting the infrastructure requirements. He wondered how much further behind the infrastructure would have been in the event of the Council meeting the housing target.
- Members were concerned that the information provided in the Infrastructure Development Schedule, which formed part of the evidence base for the Local Plan, may be out of date. There had been discussions at the Local Plan and Planning Policy Task Group in August, which may have had an effect on the priority details of projects. Since this document was prepared prior to consultation on the Local Plan, the details could have been superseded. It was agreed that the Corporate Scrutiny and Overview Officer would liaise with the Council's Planning Policy team regarding an updated version of the Infrastructure Delivery Schedule.

Resolved:

That Officers from the Council's Policy Planning team be invited to a future meeting of the Committee to update on any changes to the Infrastructure Delivery Schedule.

204 Future Reviews and Report Tracker and Topic Selection Flowchart

The Chairman introduced the item and invited the Committee to discuss what topics they would like to select for future reviews. The following questions/comments were made:

- One Member considered that air quality and pollution were becoming a more critical issue in the Borough, and this issue should be reviewed sooner rather than later. It was agreed that this should be added to the Tracker. Environmental Health Officers would be asked to report to a future meeting of the Committee.
- A Member said that the Police would attend an Overview and Scrutiny Committee, on invite, to explain the current policing of the Borough and any constraints. Members agreed that this should be added to the Tracker for February 2017 to coincide with the Community Safety Partnership Annual Update.
- It was also agreed that a review of the Stour Centre refurbishment was not required at this time, and the item should be removed from the Tracker.
- The Policy and Performance Manager advised that with regard to Ashford's wellbeing focus, a Sustainable Transformation Plan for Kent and Medway would be published shortly. Members agreed that this item should be retained as an open item on the Tracker.

- It was agreed that the topic of community integration should remain as an open item on the Tracker.

Resolved:

That

- (i) a report should be received by the Committee on Air Quality and Pollution;**
- (ii) February's Committee would consider the Community Safety Partnership Annual Update, as well as extending an invitation to the Police for an update on policing in the Borough;**
- (iii) community integration and Ashford's wellbeing focus would remain as open items on the Tracker.**

Queries concerning these Minutes? Please contact Rosie Reid:
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ITEM: SCRUTINY BRIEFING: Developing infrastructure to support Ashford's growth

Purpose of the Report

To provide background information on the infrastructure delivery schedule to enable the Committee to determine which service providers it wishes to engage with regarding infrastructure delivery.

Briefing Summary

Title	Developing infrastructure to support Ashford's growth
Aims/Objectives	<ul style="list-style-type: none">• To ensure that statutory undertakers are proactive rather than reactive in their planning for and response to future development• To identify which areas of infrastructure provision the committee have concerns over• To identify which infrastructure bodies and external providers the Committee wishes to engage in this regard
Background	<p>Concerns have been expressed that the expansion plans of key infrastructure providers (including power, water, transportation, healthcare provision) may not be fully aligned with the growth forecast outlined in the draft local plan, and that providers may not be adequately prepared to deliver the infrastructure required to serve the Borough's projected growth.</p> <p>It is a national policy requirement that the new Local Plan show no major gaps in infrastructure provision in order for it to be deemed sound by the Planning Inspectorate. In accordance with this, the Planning Policy team have reached out to all infrastructure providers and statutory partners over the last two years regarding their plans for infrastructure expansion and development.</p> <p>The committee discussed the subject of infrastructure provision at its meeting of 22nd November 2016 and requested further information on the Infrastructure Delivery Schedule to inform which infrastructure providers' forward plans should form the focal point of the committee's discussions.</p>
Required outcomes	<ul style="list-style-type: none">• A clear understanding of the delivery plans of identified key service providers over the period covered by the draft local plan (to 2030).• An understanding of infrastructure providers' awareness of, capacity to meet and future planning relating to the planned growth of Ashford.• Possible recommendations to external service providers or Cabinet
Measures to	<ul style="list-style-type: none">• Draft Local Plan to 2030 - proposed allocation of sites for

evaluate outcomes	<p>12,200 homes to 2030</p> <ul style="list-style-type: none"> • Strategic Housing Market Assessment (SHMA) – projected population increase of 25,497 between 2011 and 2031. • Kent Growth Infrastructure Framework – outlines infrastructure investment requirements for the county based on KCC growth projections for each district • The committee may also wish to engage with residents to provide insight into their experience of infrastructure expansion and existing service provision.
Implications for customers	<ul style="list-style-type: none"> • Further evidence to inform infrastructure development plans for internal partners and external organisations. • Possible evidence-gathering from residents interested in infrastructure development
Alternative options	The committee could request updates from the Policy Planning team regarding ongoing liaison with external providers, however this misses opportunities for the committee to undertake direct engagement with providers themselves and build stronger links with external organisations, which may be of benefit to future scrutiny work.
Emerging issues	<ul style="list-style-type: none"> • The outcomes of the draft Local Plan and CIL consultations are not yet known, and both of these have the possibility to affect the infrastructure delivery requirements for service providers
Timetable/Future events	<ul style="list-style-type: none"> • <i>Potential further public consultation on revised local plan in Spring 2017.</i> • <i>Public examination of the Local Plan, CIL, supporting evidence and comments will be undertaken by a Planning Inspector following the consultation stages.</i>
Cost and staff requirements	Liaison with the Planning Policy team and external organisations will be required.
Risks	<ul style="list-style-type: none"> • <i>The Committee cannot duplicate any work of the Planning Committee with regard to the Local Plan and will need to retain an external focus.</i> • <i>The development schedule of the Local Plan will need to be considered when scheduling the review.</i>

Background Papers:

Scrutiny briefing: Developing Infrastructure to support Ashford's growth [Overview and Scrutiny Committee, 22 November 2017]

Officer(s) to contact:

Will Train, Corporate Scrutiny and Overview Officer
01233 330394 william.train@ashford.gov.uk

Agenda Item No: 6
Report To: Overview and Scrutiny Committee
Date of Meeting: 24th January 2017
Report Title: Report of Budget Scrutiny Task Group
Report Author & Job Title: Will Train
Corporate Scrutiny and Overview Officer
Portfolio Holder Cllr. N Shorter
Portfolio Holder for: Finance, Budget and Resource Management



Summary: The Overview and Scrutiny Budget Scrutiny Task Group has scrutinised the Council's draft 2017/18 budget and regards it as legal and achievable.

Key Decision: NO

Significantly Affected Wards:

Recommendations: The O&S Committee recommends that the Cabinet:

- I. Be advised that the O&S Committee regards the Council's draft 2017/18 budget as legal and achievable
- II. Endorse the Service Plans and Risk Registers for each service
- III. Request that services include staff resource as a separate and individual risk within the Risk Register for each service.
- IV. Enhance the consideration of staffing within the strategic risk register
- V. Require the PID process to be a compulsory first step for determining the viability of all Council projects
- VI. Consider that an overview of progress made in delivering the Council's project programme be added as a regular item to the Cabinet and O&S Committee agendas
- VII. Give greater consideration to cross-service and strategic interdependencies and the maintenance of an authority-wide skills register to build resilience and reduce dependence on external consultancy
- VIII. Seek to continue the existing apprenticeship schemes in place across the Council and extend these where possible

Policy Overview:	Under the Council's Constitution the O&S Committee has a duty to scrutinise the Council's draft Revenue and Capital Budgets.
Financial Implications:	As noted in the report
Legal Implications	As Policy Overview above
Equalities Impact Assessment	Not required as appended to main budget report
Other Material Implications:	As noted in the report
Exempt from Publication:	NO
Background Papers:	Draft 2017/18 service budgets
Contact:	william.train@ashford.gov.uk – Tel: (01233) 330394

Report Title: Report of Budget Scrutiny Task Group

Introduction and Background

1. Under the Council's Constitution the Overview and Scrutiny Committee has a duty to scrutinise the Council's draft Capital and Revenue Budgets. The Committee constituted a five member Task Group to undertake this work, and presents its assessment of the draft Budgets within this report.

Report of the Chairman of the Budget Scrutiny Task Group

- 2.
- 3.

Summary

4. The Overview and Scrutiny Committee would like to thank all the Officers, Portfolio Holders and Lead Members who attended the Task Group meetings. The sessions yielded much information on the challenges facing services across the authority and highlighted a number of common threads relating to the achievability of next year's budget.
5. The Task Group is satisfied on the basis of the evidence presented that the 2017/18 budget is legal and achievable; but wishes to raise some specific points for consideration by the Cabinet.

Staff Pressures

6. A common theme raised throughout the service sessions was the pressure on staff resources – whilst heads of service were confident that their service plans and budgets were achievable, the evidence gathered showed that in many areas staff were under pressure in terms of the volume of work required of them to deliver both the 'day job' and the projects within the service plans.
7. Concerns were also expressed over the implications for service delivery in the event of key members of staff leaving the organisation. Whilst it was noted that in some cases contingencies existed to contract in consultants, the Task Group felt that the common theme of staffing needed greater, and more comprehensive, consideration across services.
8. The Task Group noted that 'Workforce Skills and Capacity' is the foremost risk with the Strategic Risk Register but on reflection of the evidence gathered felt that greater consideration should be given to staff resource within this Register.
9. Whilst several services included staffing as an individual risk within their Risk register, and it was felt that all services should assess this particular risk from

an overall service delivery perspective rather than just focusing on staffing risks within the assessment of specific projects or activities.

Programme Management

10. The Task Group felt that the new service plan template and risk registers were helpful in providing clarity over the resource requirements for the various service activities. It also heard evidence from across the authority that the programme management and PID processes had not only been well-received by officers and members but were also beneficial in terms of supporting the authority's commercial approach.
11. It was evident that the success of the new approach to programme management would rely on a complete buy-in from Members and Officers and a recognition that all projects will need to be assessed through the PID process to avoid overstretching of resources. Equally importantly, that progress against these initiatives, and their ongoing resource implications, should be reported regularly to senior managers and members.

Interdependencies

12. The new service plan template and accompanying risk register effectively highlights service interdependencies across the various projects being undertaken by the authority and will aid in determining the resource requirements for staff.
13. As part of a resilience measure to address concerns over staffing, some services noted that there were officers in other areas of the Council with the relevant skills to provide cover in the event of posts becoming vacant. Such arrangements, if required to be enacted, would doubtless be dependent on the level to which cover staff were already committed across the authority.
14. The evidence gathered through various sessions suggested that there was a high level of dependency on external consultants in some areas, with payments for consultant fees being drawn down from reserves rather than budget allocations being made for appointing permanent in-house staff, which concerned the Task Group given the authority's desire to grow talent in-house.
15. As a consequence, the Task group felt that the possibility of building resilience through cross-service support should be explored as a means to potentially achieve future budget savings instead of covering consultant fees.

Apprenticeships

16. The Task Group were pleased to hear that apprentices were being engaged in several services and that service heads and Portfolio Holders were supportive of the apprenticeship programme. It was felt that there was great potential in growing talent internally and that the apprenticeship programme was a very positive undertaking for the Council.
17. Several services noted that the apprenticeship scheme as it stood did not provide a suitable pool from which they could recruit and that their preference

was for graduate level posts. The Head of HR, Communications and Technology noted that her service was undertaking work on degree level apprenticeships and the Task Group felt this was a positive step to expand the existing apprenticeship schemes which should be supported.

Conclusion

18. On consideration of these points, the Overview and Scrutiny Committee commend the following recommendations to the Cabinet.

The O&S Committee recommends that the Cabinet:

- I. Be advised that the O&S Committee regards the Council's draft 2017/18 budget as legal and achievable**
- II. Endorses the Service Plans and Risk Registers for each service**
- III. Requests that services include staff resource as a separate and individual risk within the Risk Register for each service.**
- IV. Enhances the consideration of staffing within the strategic risk register**
- V. Requires the PID process to be a compulsory first step for determining the viability of all Council projects**
- VI. Considers that an overview of progress made in delivering the Council's project programme be added as a regular item to the Cabinet and O&S Committee agendas**
- VII. Gives greater consideration to cross-service and strategic interdependencies and the maintenance of an authority-wide skills register to build resilience and reduce dependence on external consultancy**
- VIII. Seeks to continue the existing apprenticeship schemes in place across the Council and extend these where possible**

Contact and Email

19. Will Train, Corporate Scrutiny and Overview Officer.
william.train@ashford.gov.uk

Overview and Scrutiny Committee

Report Tracker – 24 January 2017

Report Title	Date due to O&S	Head of Service/ Report Author	Lead O&S Member / Taskgroup	Scope of what is to be scrutinised	Further details / current position
Education provision and resourcing in the Borough	January 2017	Area Education Officer, Kent County Council		Presentation to the committee to be scheduled to inform scope of potential review into early years education	
Developing Infrastructure to support Ashford's growth	January 2017	Planning and Development (Planning Policy)		Planning Policy to present information on the development of the Infrastructure Development Plan & Schedule.	
Report of Budget Scrutiny Task Group	January 2017	Cllr Chilton (BSTG Chair)	Budget Scrutiny Task Group	The Budget Scrutiny Task Group's findings and suggested recommendations to Cabinet in respect of the draft 2017/18 budget.	
Community Safety Partnership Annual Update (including anti-social behaviour)	February 2017	Health, Parking & Community Safety		Presents the latest strategic assessment information that informs CSP priorities, and the work carried out by partners during 2016/17. Members are invited to ask questions about any aspect of the Community Safety Partnership. Community Safety Partnership to provide information on ASB linked to crime in the Borough with a focus on alleyways, footpaths and their lighting	Statutory requirement as part of Crime & Disorder Partnership

Report Title	Date due to O&S	Head of Service/ Report Author	Lead O&S Member / Taskgroup	Scope of what is to be scrutinised	Further details / current position
Safeguarding	March 2017	Health, Parking & Community Safety			Requested by Cabinet as part of a revised policy
Report of Budget Scrutiny Task Group on Universal Credit	Post-April 2017	Housing, Finance (Revenues and Benefits)		The O&S Committee wishes to have an update report on the roll out of Universal Credit.	
Overview & Scrutiny Annual Report	May 2017	Policy and Performance		The Council's Constitution requires the O&S Committee to make an annual report to full Council.	Statutory requirement

Other Items

Report Title	Scope of what is to be scrutinised	Further details / current position
Air Quality and Pollution	The Borough Council's plans to reduce preventable deaths arising from air pollution	Presentation on Air Quality to Ashford Health and Wellbeing Board in January 2017. Environmental Health team to present to a future meeting of the committee. Overview and Scrutiny assistance requested with preparation of Borough Air Quality Strategy.
Community Integration	Concerns have been expressed over the isolation of certain communities within the Borough	To be retained as an open item – minute 204/11/16 refers
Health and Wellbeing within the Borough	The Committee has expressed an interest in the Kent and Medway Sustainability and Transformation Plan	The Kent and Medway Sustainability and Transformation Plan has now been published although only in draft format. A timetable for public engagement on the plan will be published in 2017.

Overview and Scrutiny - Topic Selection assessment

Topic under consideration.....

1. Does the topic represent a key issue for local people and is it likely to result in improvements for local people?

		Yes
		No

2. Is the issue strategic and significant?

		Yes
		No

3. Does the topic fall within a Community or Corporate priority area?

		Yes
		No

4. Is it likely to lead to effective outcomes?

		Yes
		No

*Stage 1 (validity) assessment - **reject** any topic with a 'No' response to any of questions 1 to 4.*

5. Will scrutiny involvement be duplicating some other work?

		Yes
		No

*Stage 2 (validity) assessment - **reject** any topic with a 'Yes' response to question 5*

6. Is it an issue of concern to partners and stakeholders?

		Yes
		No

7. Is it an issue of community concern or is there a high level of dissatisfaction with the service?

		Yes
		No

8. Are there adequate resources available to do the activity well?

		Yes
		No

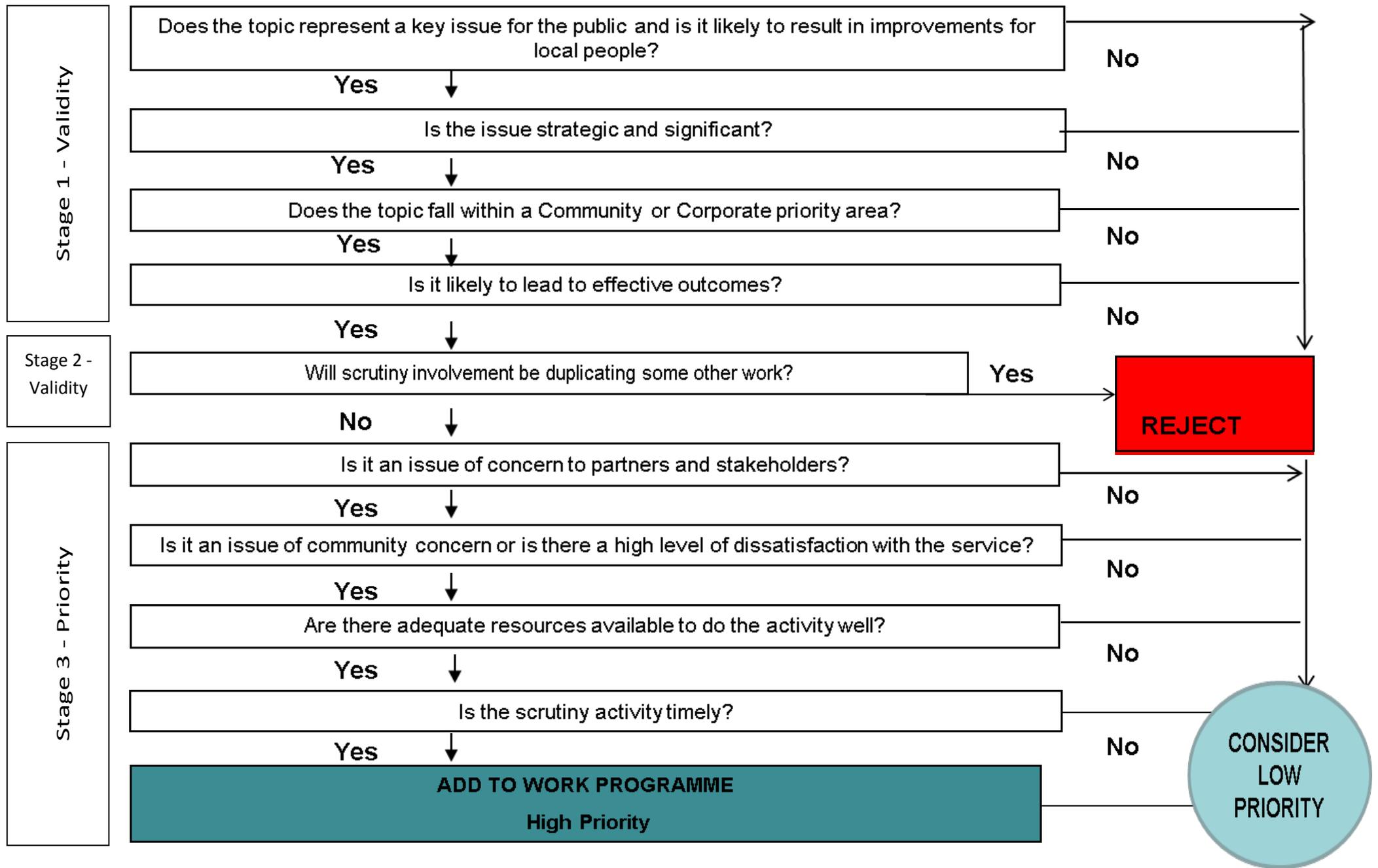
9. Is the scrutiny activity timely?

		Yes
		No

Stage 3 (priority) assessment

*Topics with a 'No' response to any of questions 6 to 9 should be deemed **LOW PRIORITY***

*Topics with a 'Yes' response to all of questions 6 to 9 should be deemed **HIGH PRIORITY***



Does the topic represent a key issue for the public and is it likely to result in improvements for local people?

Yes

No

Is the issue strategic and significant?

Yes

No

Does the topic fall within a Community or Corporate priority area?

Yes

No

Is it likely to lead to effective outcomes?

Yes

No

Will scrutiny involvement be duplicating some other work?

Yes

REJECT

No

Is it an issue of concern to partners and stakeholders?

Yes

No

Is it an issue of community concern or is there a high level of dissatisfaction with the service?

Yes

No

Are there adequate resources available to do the activity well?

Yes

No

Is the scrutiny activity timely?

Yes

No

ADD TO WORK PROGRAMME
High Priority

CONSIDER LOW PRIORITY