

Scrutiny Topic Suggestion Form

Ref No:

Topic Title:

Reasons why the subject should be reviewed:

Relationship To corporate Priorities:

Topic Raised By:

Overview Meeting:

Date:

Priority Score:

Portfolio:

Accept / Reject:

Review Scope

Committee Allocation:

Lead Officer:

Objectives:

Review scope and exclusions:

Review Outputs:

Timescales and milestones:

Project plan

Contacts and Witnesses for the review:

Evidence required:

Research and documents for review:

Review timetable:

Risks:

*Review completion Notes:
(To be completed after final report)*