

# Scrutiny Item – Member Request Form

This form is to be used by any South Cambridgeshire District Councillor wishing to submit a topic for possible consideration by the Scrutiny and Overview Committee.

Once completed, it should be returned to

[democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

marked for the attention of the Democratic Services Manager and Scrutiny and Governance Adviser.

Paragraph 8 of the Scrutiny Procedure Rules states

- 8.1 Any member of a scrutiny and overview committee may give written notice to the proper officer that they wish to refer to the committee an item relevant to its functions
- 8.2 Any member of the Council may give written notice to the proper officer that they wish to refer to a scrutiny and overview committee an item which is relevant its functions, relates to all or part of their Ward and is not an excluded matter (see note 1 below).
- 8.3 If the proper officer receives a notification under 8.1 or 8.2 above, then they shall include the item on an agenda for consideration by the committee.
- 8.4 A scrutiny and overview committee shall also respond, as soon as its work programme permits, to requests from the Council or the Cabinet to review particular areas of Council activity. Where it does so, the committee shall report its findings and any recommendations back to the Cabinet and / or Council. The Council and / or the Cabinet shall consider the report of the committee as soon as reasonably practicable after receiving it.

[Note 1: “Excluded matter” means any matter which is:

- (a) A local crime and disorder matter within the meaning of section 19 of the Police and Justice Act 2006 (local authority scrutiny of crime and disorder matters); or
- (b) A matter specified by the Secretary of State including any matter relating to a planning decision; a licensing decision, a matter where



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another right or recourse or appeal exists or any matter which is vexatious, discriminatory, or not reasonable to be included in agenda for, or discussed at, a scrutiny and overview committee meeting.]

**1. Your name**

Answer:

**2. Which Service area, Council activity or topic would you like scrutinized?**

Answer:

**3. Why would you like this Service area, Council activity or topic scrutinized?**

**Why do you think it is relevant for scrutiny?**

Answer:

**4. What outcome are you looking for from a review by Scrutiny?**

Answer:

**5. If you are not an ordinary member of the Scrutiny and Overview Committee then please say why you feel this topic relates to all or part of your Ward and is not an excluded matter (see note 1 above).**

Answer:

**6. Have you previously contacted the relevant Head of Service about this issue and what was the outcome?**

Answer:



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**7. Have you previously contacted the relevant Lead Cabinet Member about this issue and what was the outcome?**

Answer:

**8. Have you been involved in any other correspondence/meetings etc about this issue that may be relevant to inform your request to Scrutiny?**

Answer:

**9. Would you like to provide any further information?**

Answer:

Your request will be considered at the next available meeting of the Scrutiny and Overview Committee which will decide on what action to take and its priority within its work Programme.