

## Scrutiny Proposal Form

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note:** The matters detailed below have not yet received any detailed consideration. Both Overview and Scrutiny Committees reserve the right to reject suggestions for scrutiny that fall outside the Borough Council's remit.

Proposer's name and designation		Date of referral	
Proposed topic title			
What needs to be scrutinised and why and by which of the two Committees?			
Link to national, regional and local priorities and targets			
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)			
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)			
Is the matter one of concern to residents/local businesses?	<b>YES / NO</b>		
Can Scrutiny influence and change things?	<b>YES / NO</b>		

<p>(If yes, please state how you think Scrutiny can influence or change things).</p>	
<p>Does the matter relate to an underperforming service or area?</p>	<p><b>YES / NO</b></p>
<p>Does the matter affect a large number of residents or a large geographical area of the County (If yes, please give an indication of the size of the affected group or area).</p>	<p><b>YES / NO</b></p>
<p>To your knowledge, is anyone else looking at this matter? (If yes, please say who is looking at it).</p>	
<p>Where can relevant evidence and/or data be found?</p>	

**Please return this form to: Darryl White, Democratic Services, West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ**  
**Email: [darryl.white@swdevon.gov.uk](mailto:darryl.white@swdevon.gov.uk)**