

ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

* - sections to be filled in by the proposer of the topic

*Subject of Proposed Review:-
*Reason for the Review:- (see Note 1 below)
*Issues to be covered by the Terms of Reference:-
*Scope of the review:-
*Purpose and objectives of the Review:-
Proposer of the review - (Please print name and sign)

To be completed by the Directorate/Cabinet Member(s)

Are there any reasons why this review should not be put forward for inclusion in the work programme for 2016/17? (see Note 2 below)	
Will the review support the achievement of “Facing the Challenge”? If yes, please identify aim(s) and give details:-	
How will the review contribute to corporate objectives and priorities?	
How will this review have an impact on KCC policy development and/or help to influence national policy?	
How will this review add value to the County Council and residents of Kent?	
Does the review need to be completed within a specific timeframe? If yes, please give details:	
Any additional comments from the Portfolio Holder/Corporate Director:-	
Portfolio Holder’s Signature:-	
Corporate Director’s Signature:-	
Contact Officer:-	Date:-

Notes

Note 1 - Possible reasons for the review

1. Key public issue, identified by
 - Member contact with constituents/member surgeries
 - Contact with key representative bodies/forums
 - Media coverage – Public interest issue covered in local media
 - Focus groups/citizens panels
2. Issue highlighted via a previous reviews
3. Issue recommended to another body e.g. Cabinet, Scrutiny Committee, a Cabinet Committee, Directorate or an external body.
4. Poor performing service i.e.:-
 - High level of complaints/dissatisfaction with service
 - Performance standards poor/below target – (evidence from PI's or benchmarking)
 - Identified through external review/inspection (OFSTED/Audit etc)
 - Budgetary overspends
5. Key reports or new evidence published
6. County Council priority
7. Central Government priority/New Government guidance or legislation published

Note 2 - Possible reasons why a review should not established added to the work programme.

1. Issue being examined by
 - Cabinet
 - Scrutiny
 - Officer Group
 - another internal body
 - an external body
2. It has been the subject of a topic review by other Councils from which details of best practice can be obtained.
3. New legislation or guidance expected.
4. **NB:** Before suggesting that a review should not be included in the work programme the following should be considered:-

Could consideration of this issue 'add value' without causing unnecessary duplication, for instance by:

- i) Looking at this issue in conjunction with another group,
- ii) Through appropriate timing of the topic review,
- iii) Through considering another group's findings rather than duplicating the same/or similar activity.