

**SCRUTINY COMMITTEE**  
**29 JANUARY 2015**

**APPENDIX II**

**SCRUTINY CRITERIA FOR ASSESSING PROPOSALS FOR REVIEW**

- 1.0 In devising a programme of work for approval by Council, the Scrutiny Committee will be mindful of the need to demonstrate objectivity by using a set of criteria against which individual proposals can be assessed.
- 2.0 The first stage relates to two threshold criteria. If these are not met then the theme or issue being proposed would not be considered further. This would avoid abortive time being spent on issues or themes which were either inappropriate for review or where review would not be productive. The two threshold criteria are:
  - Is the scope of the review clear and concise?
  - Is the proposed review within the scope of the Council and its objectives?
- 3.0 If the threshold criteria are met, then further points are taken into consideration –
  - Is it expected that the outcome of the review will be that services improve?
  - To what extent could the review lead to a reduction in costs of a service?
  - To what extent could the review lead to an increase in income for the Council?
  - How much budget is involved?
  - How important to the public is the topic proposed for review?
  - Does the scope of the review take into account equalities for minority and other groups or particular sections of the Borders community?
  - Is there any performance deficit associated with the topic proposed for review?
  - Is the review business critical to the Council's strategic objectives?
- 4.0 Other factors to be taken into consideration may include the potential scale of any review and the resources needed to take the review forward. Members can also consider other points for assessing topics for review.