

# Scrutiny in Wiltshire

APPENDIX D



## SCRUTINY ITEM – MEMBER REQUEST FORM

This form is for use by members submitting an item which they would like to bring to the attention of Overview and Scrutiny Committee. Once completed, the form should be returned to: **The Scrutiny Team, Democratic and Members' Services, Room 240, County Hall, Trowbridge, BA14 8JN (Tel: 01225 713079/3056/3049, Fax: 713099 or email:**

[paulkelly@wiltshire.gov.uk](mailto:paulkelly@wiltshire.gov.uk) / [rodbooth@wiltshire.gov.uk](mailto:rodbooth@wiltshire.gov.uk) / [helenashworth@wiltshire.gov.uk](mailto:helenashworth@wiltshire.gov.uk) / [jonaylor@wiltshire.gov.uk](mailto:jonaylor@wiltshire.gov.uk)

1. Please provide details of the member(s) submitting the request:  
(Please see attachment 1 for further information)

(1) Name: _____	Signature: _____
(2) Name: _____	Signature: _____
(3) Name: _____	Signature: _____
(4) Name: _____	Signature: _____
(5) Name: _____	Signature: _____

2. What would you like scrutinised?  
(Please state the Health Issue, Council Activity or topic for scrutiny)

3. Why would you like this matter examined?  
(Please provide evidence on why you think this matter is relevant for scrutiny)

4. What action have you taken to investigate this matter?

- Have you contacted the relevant service Department / Health Organisation
- Have you contacted the responsible Executive Member
- Have you undertaken any other correspondence on this issue

5. Complete this box explaining how the request meets the **key criteria** for a Health Scrutiny topic:

Your request form will be considered by the next available meeting of the Health Overview and Scrutiny Committee. The Committee will decide upon any action to be taken and its priority within the overall Work Programme.

## **Attachment 1**

### **How to place an item on the Agenda of the Health Overview and Scrutiny Committee**

1. **Any member of an health overview and scrutiny committee** shall be entitled to give notice to the Deputy Chief Executive that he/she wishes an item relevant to the functions of the committee to be included on the agenda for the next available meeting of the committee. On receipt of such a request the Deputy Chief Executive will ensure that it is included on the next available agenda.
2. **The Leader of the opposition may on up to 4 occasions per year** require the Deputy Chief Executive to include an item on the agenda of health overview and scrutiny committee for consideration. The Director of Corporate Services shall inform the chair of the health overview and scrutiny committee of the request at the earliest opportunity, and make arrangements for the matter to be included on the agenda at the next available meeting of that health overview and scrutiny committee.  
(\*Please note that the 'Leader' above refers to all opposition party leaders)
3. **Any 5 members of the Council** may give written notice to Deputy Chief Executive that they wish an item to be included on the agenda of the health overview and scrutiny committee. If Deputy Chief Executive receives such a notification, then he/she will include the item on the first available agenda of the overview and scrutiny committee for consideration by the committee.