

STEP 1: Identify the Issues

In February each year your scrutiny support officer will compile a 'long-list' of potential scrutiny review issues. The list will be compiled following extensive research and consultation with councillors, officers and the public. An example is set out below:

Scrutiny Review Issues	Priority
Traffic Calming Measures How can the Council and its partners best address the public demand for slower traffic speeds in towns and villages?	
Rural Transport What is the extent of the problem? What are the social and economic consequences for South Wiltshire? What measures have worked elsewhere? What measures are needed here?	
Parking Provision for Two-wheeled Vehicles What demand is there and what would be the cost of providing secure parking provision for two-wheeled vehicles in main settlement areas?	
Green Travel Plans What are the key requirements of a green travel plan and how can the Council encourage major employers to adopt green travel plans?	
School Transport What is the extent of the problem in South Wiltshire? What best practice is emerging on the school-run problem? What is being done and what is working locally? Is there a role for the District Council?	
'Out of Hours' Parking Enforcement in Rural Areas What are the costs and benefits of extending the enforcement service?	
Residents parking schemes How well is the Council's residents parking policy working? What are the views of residents? Are any changes required?	
Roads maintenance Is public concern justified? What is the extent of the problem? What is the situation in other two-tier areas? Does the Council have a role?	
Super market trolleys Has the problem in the City been solved by the Council's policy? If not what further can be done to improve the situation?	
Improving the Street Scene What is the extent of the graffiti, fly-posting and litter problem? Is it only an urban phenomena? What is emerging best practice from other areas? What steps could the Council and its SWSA partners take to tackle the problems?	
Refuse Collection Contract As the contract will soon be due for renewal, are there any changes that need to be made? Are there any examples of best practice from other Councils that could be implemented here?	
Council's internal energy policy Could the Council be doing more to reduce its energy use/costs. Are there any innovative procurement options that could be considered? Is there a need for a best practice guide for local people/businesses/employers?	
Composting How much green waste is composted in South Wiltshire each year? Is there any national best practice emerging? How can the Council and its partners increase composting?	

STEP 2: The Initial 'Sift'

There is no point in undertaking a review unless there is support from the members involved. So a quick sift is performed by each councillor voting for their top five issues from the long list. Following discussion, a short-list of five or six issues can then be identified from the result of the voting.

STEP 3: Apply the Selection Criteria

The next step is to choose the final 2 or 3 issues that will go forward into the Annual Work Programme. When selecting the preferred subject members need to apply four simple criteria:

- Does this issue support the Council's aims and priorities?**
The Council as a whole has sets its aims, objectives and priorities. When considering issues for review scrutiny panels will need to consider whether the topic supports, or in some way contributes to, the overall aims of the Council. This is not to say that it must support the work of the Cabinet - it may be that the Panel focuses on issues that are not yet on the Cabinet agenda - the policy development role.
- Can the Council 'make a difference'?**
Perhaps the single most important criteria to be applied. Will the review deliver tangible improvements for local people? Do the Council have the power or ability to make this change happen - either through direct service provision or through action in partnership with others? How likely is that partners will be willing to cooperate? There is very little point in examining issues that the Council cannot influence in some way.
- Public Interest?**
It is important to select issues that have a wide impact, reflect public concern and which are in the 'public interest.' Avoid the personal 'hobbyhorse' issues. Some issues have only a limited geographical impact. In such cases the area committees (or individual parish) may be a more appropriate way of addressing the issue.
- Will we duplicate existing work?**
If this is an issue that has been included in one of the Cabinet's four Portfolio Plans, the chances are work will be going on already, so will this cut across that work? If so is there a specific issue that needs to be addressed that will **add value** to the work going on already? For example, could the panel examine best practice elsewhere? In cases where officers are working to a Portfolio Holder it may be more appropriate to hold question and answer sessions at various stages rather than undertake a full blown review.

STEP 4: Selection Criteria Tool

The following tool will help to assess the short listed issues, by ticking the appropriate boxes. This should rank the orders, in terms of 'do-ability.'

Does this issue support the Council's aims and priorities?

not at all	slightly	quite well	well	very well
1	2	3	4	5

Can the Council 'make a difference'?

none	very little	some	A fair bit	a lot
1	2	3	4	5

Public Interest?

none	very little	some	A fair bit	a lot
1	2	3	4	5

Will we duplicate existing work?

a lot	a little	some	not much	none
1	2	3	4	5