

POLICY AND DEVELOPMENT GROUP TOPIC SUGGESTION FORM

Suggested topic for PDG review:			
Reasons for suggesting the topic:		Please consider: <ul style="list-style-type: none"> • Why should there be a review on this? • How does it link to the Council's priorities? • What benefits to local people could result? 	
Supporting evidence:		Please consider: <ul style="list-style-type: none"> • What evidence is there to support the above reasons? • What are the facts? 	
Desired outcome:		Please consider: <ul style="list-style-type: none"> • What would you wish to see happen as a result of any review? • Why do you think the desired outcome is achievable? 	
The topic (please tick appropriate box):			
<input type="checkbox"/>	Is my suggestion	<input type="checkbox"/>	Was suggested to me by a member of the public
<input type="checkbox"/>	Other (please specify)		
Name:		Signature:	Date:

Note 1: Review for review

Why should the topic be reviewed?

How does it link to the Council's priorities?

What are the benefits of the review?

Note 2: Evidence

What evidence is there to suggest a review is necessary (i.e. public concern / media coverage / poorly performing service)?

What are the facts?

Has the topic been looked at before? Why was that not successful?

Attach details if necessary.

Note 3: Desired outcome

What would you wish the outcome of the review to be?

POLICY AND DEVELOPMENT GROUP REVIEW SCORING GUIDE AND PRIORITY GRID

Score	Importance Indicator	Impact Indicator
0	No evidence that the topic is linked to the Council's key priorities	No identified benefits likely to result as a result of a review
1	No evidence of links to the Council's priorities, but an ongoing area of public concern that falls within the Council's remit	Minor potential benefits affecting one ward / customer / client group
2	Some evidence of links to the Council's priorities but they may be indirect and /or the topic is not related to current Council priorities	Minor potential benefit affecting two or more wards / customer / client groups; or moderate potential benefit affecting one ward / customer / client group Potential benefit to an individual service area within the Council
3	Good evidence linking to the Council's priorities and / or evidence of public concern	Moderate potential benefit affecting two or more wards / customer / client groups; Or substantial potential benefit affecting one ward / customer / client group Potential benefit to a department within the Council
4	Strong evidence of links to the Council's priorities and a high level of public concern	Substantial potential benefits for a significant proportion of the community Substantial potential benefits for the Council

Priority Grid

		Amber	Green
High IMPORTANCE Low	4	Possible topic for PDG but not a priority	Priority topic for PDG
	3		
	2	Reject topic for PDG	Possible topic for PDG but not a priority
	1		
		Red	Amber
		0 1 2 3 4	
		Low IMPACT High	

Key

A topic scoring 3 for Importance and 3 for Impact would be seen as green, indicating it as a priority.

Similarly, a topic scoring 1 for Impact and 1 for Importance would fall within red, indicating rejection.

Topics falling within amber would indicate possible topics for PDG, but not a priority. A selection of amber topics would depend on capacity within the work programme to accommodate them.

In exceptional circumstances where for example a review would be prejudicial to the Council's interests, the Chief Executive / Director / Monitoring Officer may advise PDG that it would be best not to proceed with the review.