

**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"> <li>• Why should there be a review on this?</li> <li>• How does it link to the Council's priorities?</li> <li>• What benefits to local people could result?</li> </ul>
Supporting evidence:		Please consider: <ul style="list-style-type: none"> <li>• What evidence is there to support the above reasons?</li> <li>• What are the facts?</li> </ul>
Desired outcome:		Please consider: <ul style="list-style-type: none"> <li>• What would you wish to see happen as a result of any review?</li> <li>• Why do you think the desired outcome is achievable?</li> </ul>
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
<b>0</b>	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
<b>1</b>	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
<b>2</b>	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
<b>3</b>	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
<b>4</b>	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**

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

### 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.