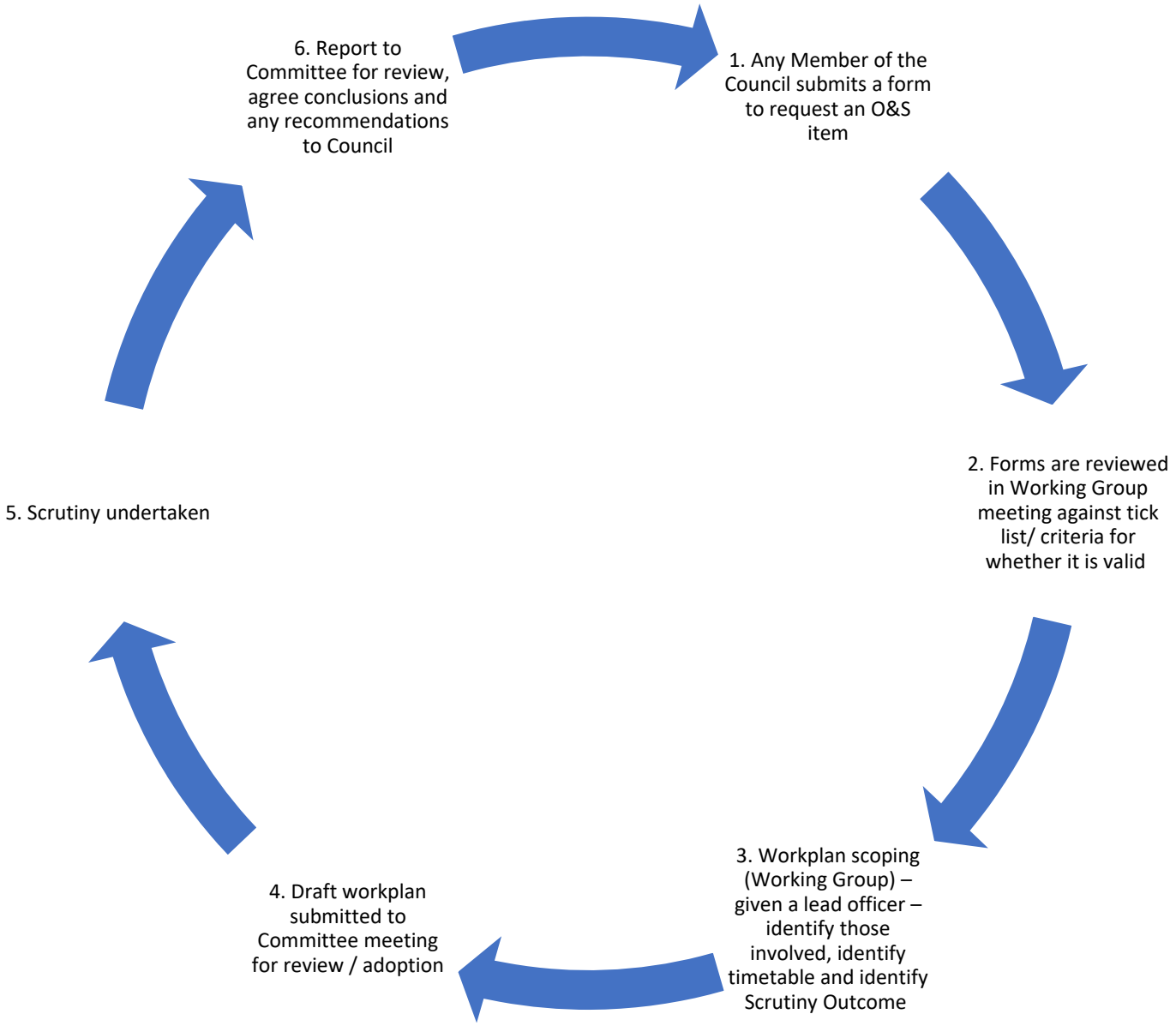
APPENDIX A


1. Any Member of the Council submits a form to request an O&S item
2. Forms are reviewed in Working Group meeting against tick list/ criteria for whether it is valid
3. Workplan scoping (Working Group) – given a lead officer – identify those involved, identify timetable and identify Scrutiny Outcome
4. Draft workplan submitted to Committee meeting for review / adoption
5. Scrutiny undertaken
6. Report to Committee for review, agree conclusions and any recommendations to Council