

**Select Committee Work Programming Prioritisation**



**PAPER Analysis**



When considering whether to adopt an item onto its agenda programme, the Committee will score the item using the following criteria:

1. **Public Interest:** the concerns of local people should influence the issues chosen for scrutiny  
(1= low public interest, 2=medium public interest, 3=high public interest)
2. **Ability to change:** priority should be given to issues that the Committee can realistically influence  
(1= little chance of changing, 2=reasonable chance, 3=good chance)
3. **Performance:** priority should be given to the areas in which the Council, and other agencies, are not performing well.  
(1= good performance, 2=moderate performance, 3=low performance)
4. **Extent:** priority should be given to issues that are relevant to all or large parts of the District.  
(1= only one ward, 2= multi-ward issue, 3=the entire District)
5. **Replication:** work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort.  
(1= already well covered, 2=already partly covered, 3=not already covered)

Each topic will be scored under each category as indicated above. Where a category is not applicable, no score will be given.

The extent to which the potential scrutiny issue has implications for the Council's priorities is of major importance. In the light of this it is recommended that the PAPER score should be increased by a further factor which reflects implications for the Council's objectives and priorities – as follows:-

6 = The scrutiny area will make a direct, substantial and quantifiable impact (eg in a higher PI performance) on the Council's service priorities.

3 = The scrutiny area will make some impact on service priorities, but it is not quantifiable

0 = No significant impact on service priorities

It is recognised that much of the scoring is subjective and that certain facts, such as the item already being considered by another Committee, would automatically exclude the item from the Committee's agenda programme.

## Work Programme Item Request Form – PAPER Analysis

This form should be completed if you wish to suggest an item for inclusion on a Committee Work Programme and returned to Democratic Services

Name of Scrutiny Committee:	
Title of Item:	
Brief Description of Request and any associated timescale:	

Please set out how this item meets the following PAPER criteria in line with the priorities for the Council.

	How does this item meet the PAPER criteria	Score (Officer use)
<b>Public Interest</b> How concerned are local people about this issue?		
<b>Ability to Change</b> How can this Committee reasonably influence this matter?		
<b>Performance</b> Does the Council and other agencies need to improve the performance in this area? If so, how?		
<b>Extent</b> Is this issue relevant to all or large parts of the District/Borough?		
<b>Replication</b> Is another Committee already looking at this issue?		
Which of the Council's priorities, as set out in the Corporate Plan, does this link to?		

Topics will be scored under each category and where a category is not applicable no score will be given. Items will be included on the work programme if they are scored greater than 10 as part of the analysis. Other items will be addressed by an Information Digest or written response by the appropriate Service area.