

## Scrutiny Review Scoping Template

<b>Review Topic</b>			
(Name of Review)			
<b>Task &amp; Finish Group Members</b>			
(Councillors involved)			
<b>Officer Support</b>			
(Principal Witness and Scrutiny Officer)			
<b>Rationale</b>			
(Key issues and/or reason for doing the review)			
<b>Purpose/Objectives of the Review</b>			
(What the review should achieve)			
<b>Indicators of Success</b>			
(Desired outcomes - what should change as a result)			
<b>Methodology/Approach</b>			
(What types of enquiry will be used to gather evidence)			
<b>Witnesses/experts</b>			
(who to see and when)			
<b>Sources of Evidence</b>			
(what is required and where will it come from)			
<b>Site Visits</b>			
(Where and when)			
<b>Evidence Sources for Views of Stakeholders</b>			
(Consultation/workshops/focus groups/public meetings)			
<b>Resource Requirements</b>			
(Person days, expenditure)			
<b>Barriers/Dangers/Risks</b>			
(Potential Pitfalls and weaknesses)			
<b>Projected start date</b>		<b>Draft Report due</b>	
<b>Meeting Frequency</b>		<b>Projected completion date</b>	