



## SCRUTINY REVIEW SCOPE

<b>Review Topic</b> <i>(Name of Review)</i>	
<b>Task and Finish Group Members</b>	
<b>Key Officers/ Departments</b>	
<b>Lead Support Officer</b>	
<b>Relevant Policy Committee</b>	
<b>Relevant Corporate Priority</b>	
<b>Type of Review</b>	
<b>Timescales</b>	
<b>Rationale</b> <i>(key issues and/or reason for doing the review)</i>	
<b>Objectives of Review</b> <i>(specify exactly what the review should achieve)</i>	
<b>Scope of the Topic</b> <i>(what is specifically to be included/excluded)</i>	<p><b>Include</b> The following is included in the scope of the review:</p> <p><b>Excluded</b> The following falls outside the scope of the review:</p>
<b>How will the public be involved?</b> <i>(Is the issue something which will interest the public? Should a public meeting be held? Should an advert be taken out to request public participation/ publicise review? Radio Interview to raise awareness? Publicity leaflet/flier? Social Media?)</i>	

<p><b>What site visits will be undertaken?</b></p>	
<p><b>How will our partners be involved?</b> <i>(consultation with relevant stakeholders)</i></p>	
<p><b>How will the scrutiny achieve value for money for the Council and tax payers</b></p>	
<p><b>What primary/ new evidence is needed for the scrutiny?</b> <i>(What information needs to be identified/ is not already available?)</i></p>	
<p><b>What secondary/ existing information will be needed?</b> <i>(i.e. risk register, background information, performance indicators, complaints, existing reports, legislation, central government information and reports)</i></p>	
<p><b>Indicators of Success</b> <i>(What factors would tell you what a good review should look like? What are the potential outcomes of the review e.g. service improvements, policy change etc?)</i></p>	
<p><b>Other Work Being Undertaken</b> <i>(What other work is currently being undertaken in relation to this topic, and any appropriate timescales and deadlines for that work)</i></p>	