



Scoping Document for Scrutiny Topics

Scrutiny Committee:	
Topic:	
Cabinet portfolio:	
Service manager responsibility:	
Teams involved:	
Link to Council Plan:	

<p>Purpose of the review</p> <ul style="list-style-type: none">• <i>What is the review seeking to achieve?</i>• <i>Consider SMART objectives (Specific, Measurable, Achievable, Realistic and Time-bound).</i>• <i>Can scrutiny add value?</i>• <i>How does it support the Council Plan?</i>	
<p>What is the remit of the review?</p> <ul style="list-style-type: none">• <i>What are the key issues?</i>• <i>What is the review <u>not</u> looking at?</i>• <i>Be specific.</i>	
<p>What will be the indicators of success?</p> <ul style="list-style-type: none">• <i>What outcomes are</i>	

<p><i>you expecting?</i></p> <ul style="list-style-type: none"> • <i>Remember SMART objectives. Are the outcomes measurable?</i> 	
<p>What is the methodology for the review?</p> <ul style="list-style-type: none"> • <i>Who will evidence be gathered from?</i> • <i>How will evidence be gathered?</i> • <i>What data/information will be needed?</i> 	
<p>How will the public be involved?</p>	
<p>What is the timescale for the review?</p> <ul style="list-style-type: none"> • <i>What are the key milestones?</i> • <i>How often will meetings be held?</i> 	
<p>What are the risks involved in the review?</p> <ul style="list-style-type: none"> • <i>What are barriers to success?</i> • <i>Will it have financial and/or resource implications?</i> 	

<p>Date agreed by OSC Chairs and DSOs:</p>	
<p>Date submitted to OSC Committee:</p>	