

## OVERVIEW & SCRUTINY COMMITTEE REVIEW SCOPING DOCUMENT

*REVIEW TOPIC:*

Relevant Links/Decisions/Forward Plan Reference	
Terms of Reference for the Review	
Lead O&S Member	
Task and Finish Group Membership (if applicable)	
Review Type (T&F Group/Full Committee etc.)	
Key Officer(s)	
Combined Authority Portfolio Holder(s)/Executive Committee Chair (where appropriate)	
Rationale for the Review	
Timescales and Milestones	
Scope of the Review (reference what is inside and outside the scope of the review)	
<p>Key Lines of Enquiry:</p> <p>What primary/new evidence is needed for the scrutiny review? (Identify what information is required to take the review forward, and what information is not already available)</p> <p>What secondary/existing information will be needed? (Identify background information, performance indicators, complaints, existing reports, legislation, central government information and reports etc.)</p>	
What briefings and site visits will be relevant for the review?	
Which witnesses should be invited to provide evidence for the review?	
<p>Implications of reviewing this topic. Have the following been taken into consideration in the planning for this review?</p> <p>Legal implications</p> <p>Financial implications</p> <p>Equality and Diversity</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
What resources are required for the review?	
Indicators of success:	

What overview and scrutiny role are the committee performing in this case?

What factors would tell you what a good review should look like in this case?

What are the potential outcomes of the review e.g., service improvements, policy review/change, etc?

What value is being added by undertaking the review?