



OVERVIEW AND SCRUTINY EXERCISE SCOPING CHECKLIST

This form is to assist Members to scope the overview and scrutiny exercise in a focused way and to identify the key issues it wishes to investigate.

- Topic: **Leisure Provision Task Group**

- Specific subject areas to be investigated:

Activities provided and facilitated by the following teams:

- Dolphin Centre
- Sports Development
- Arts Development
- Events Team
- Parks and Open Spaces
- Playing Pitches and Allotments

- Possible key outcomes:

(i.e. please state what Members hope to achieve through this investigation):

A greater understanding of the make up of the budget of Leisure Services and the activities both provided by and facilitated by the Council.

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES**
- Which officers should be invited to give evidence?
(Please state name of officer and/or job title)

Head of Leisure and Cultural Services
Sports Services Manager
Sports Development and Physical Activities Manager

- Should any external witnesses be invited to give evidence? **YES/NO***
If so, who and from which organisations?

To be considered as the investigation progresses.

- What key documents/data/reports will be required?

Dolphin Centre Business Case (including timeline and proposals)
Performance Indicator Reports for the service
Detailed Budget Breakdown
Events Listings

(N.B. the Youth Provision Task Group and Artrix Outreach Provision Task Group Final Reports and some of the working papers from these investigations may be useful as background information.)

- Is it anticipated that any site visits will be required? **YES/NO ***
 If so, where should members visit?

Possibly – to be agreed as the investigation progresses

- Should a period of public consultation form part of the exercise? **YES/NO***
 If so, on what should the public be consulted?

(Please Note: A separate press release requesting general comments/suggestions from the public can be issued at the beginning of the investigation if deemed necessary.)

- Have other authorities carried out similar overview and scrutiny exercises? **YES/NO***
 If so, which authorities?

Not as far as we are aware.

- Will the investigation cross the District boundary? **NO**
 If so, should any other authorities be invited to participate? **YES/NO***
 If yes, please state which authorities:

- Would it be appropriate to co-opt anyone on to the Task Group/Board whilst the Overview and Scrutiny exercise is being carried out? **YES/NO***
 If so, who and from which organisations?

Not at this stage.

(*Delete as appropriate)

- What do you anticipate the timetable will be for the Overview and Scrutiny exercise?

Not more than 6 months from the date of the first meeting, which it is anticipated will take place in mid May 2014.