



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: **Take – a – Ways: Planning Policy**

- Specific subject areas to be investigated:

To investigate how the District Council can control the number of takeaways in a particular area and as part of that look at:

Anti-social behaviour and crime related (i.e. litter, noise, cars parked on pavements, rendezvous for criminal activities); effects on neighbouring businesses; the correlation between the number of outlets and obesity in the local area.

- Possible key outcomes:

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

Reduce anti-social behaviour; create a balance of businesses within a high street; increase local trading and a viable local economy; and promote healthy living.

- 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)

Planning Officers; Environment Officer and the Officer responsible for generation of the local economy.

- Should any external witnesses be invited to give evidence? **YES**
If so, who and from which organisations?

PCT, Business Representatives

(*Delete as appropriate)

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

Healthy Living, Reports by the Police/Community Safety, Planning

- Is it anticipated that any site visits will be required? **YES**
If so, where should members visit?

Yes (the question is where should members visit? If you have a suggestion, please state it. If not, you could put, "To be discussed further by the Overview Board"?)

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

Yet to be decided.

(Please Note: A separate press release requesting general comments/suggestions from the public will be issued in the normal way at the beginning of the investigation.)

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

Not aware of any other authority exploring sponsorship but further research may be required.

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

Unknown at this stage – to be discussed by the Overview Board.

- 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?

Unknown at this stage – to be discussed by the Overview Board.

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

Within the guidelines

(*Delete as appropriate)