



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:

- Specific subject areas to be investigated:

- Possible key outcomes:

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

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES/NO***

- Which officers should be invited to give evidence?

(Please state name of officer and/or job title)

- Should any external witnesses be invited to give evidence? **YES/NO***

If so, who and from which organisations?

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

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

- 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 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?

- Will the investigation cross the District boundary? **YES/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?

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

(*Delete as appropriate)