

## CHECKLIST FOR SCOPING A SCRUTINY REVIEW

<b>A – FOR O&amp;S COMMITTEE TO APPROVE</b>	
1	<b>Review focus</b>
2	<b>Objective of the review</b> What should the review achieve?
3	<b>Outcomes of the review</b> What would be the indicators of success?
4	<b>Membership including co-options</b> Optimum of four members
5	<b>Officer support</b> Assistant Democratic Services Officer / Democratic Services Officer / Manager  Other officer support
6	<b>Questions to be addressed</b> There should normally be no more than five questions for the scrutiny review to address – fewer if you opt for a single day review
7	<b>Constraints</b> What are the limiting factors on the review?
<b>B – FOR TASK &amp; FINISH GROUPS TO DETERMINE</b>	
8	<b>Stakeholders and communications</b> Who are the stakeholders in this review – internal or external? Does the review have implications for particular equalities groups? How should we obtain stakeholders' views to inform the review? How in turn should we keep stakeholders informed?
9	<b>Evidence and witnesses</b>
10	<b>Method</b> Full scale review? Single day review?
11	<b>Reporting timetable</b>