

OVERVIEW AND SCRUTINY COMMITTEE

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| Task and Finish Group Title | |
| Membership of Working Group: | |
| Area for Investigation: (Directorate and Service Area) | |
| Key Officer Contacts: | |
| Scoping form completed by: | |
| Scrutiny requested by: | |
| Criteria for inclusion in work programme | (If yes please provide details) |
| Customer Feedback | Yes/No |
| Poor performance | Yes/No |
| Area requiring policy development | Yes/No |
| Value for Money Concerns | Yes/No |
| Emerging issues; Executive Referral, CAA etc | Yes/No |
| Long term financial benefit anticipated | Yes/No |
| Corporate priority | Yes/No |
| Summary of overall anticipated benefits and intended outcomes <i>[Give a brief description of what we hope undertaking the review will achieve e.g. Improved performance, amended policy, efficiencies or increased footfall]</i> | |
| Indicators of success <i>[Include details of desired indicators of success and how these can be measured]</i> | |
| Policy Context | |
| National or Regional Policy Implications | |
| Impact on local people | |
| Scope | |
| In Scope <i>[Define what the scope of review]</i> | |
| Excluded from Scope <i>[Define the exclusions from the scope of the review]</i> | |

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| Council and Partner Involvement | |
| Who would need to be involved from the Council? Which of our partners, stakeholders and Members of the community should we seek to engage? | |
| Review Resources | |
| Evidence <i>[Background Information and documents to look at]</i> | |
| Witnesses <i>[Who to see and when]</i> | |
| Site visits <i>[Details of site visits and when they will be held if appropriate]</i> | |
| Dangers/ Barriers/Risks | |
| What are the risks to the review? | |
| Timescales | |
| Anticipated Review Start Date | |
| Anticipated Reporting Date | |
| Frequency of Meetings | |
| Date to evaluate impact <i>[A review in six to twelve months (dependent on outcomes) at this point deciding to either re scrutinise this matter, with a different task and finish group, or sign it off as the indicators of success have been achieved.]</i> | |