

# Scoping Document

The current scoping document is set out below and a minor change has been made with regard to the Corporate Plan priorities.

Name of Review/Project:

Terms of reference:

Please provide details of relevant Corporate Plan Themes and Priorities:

Key Issues and Aim(s) of the Review

Why should the review take place now?

Potential outcome/s

What will not be included:

Risks:

Members undertaking the Review (if a sub-group is to be used):

Possible co-options:

Which policy committee(s) does it relate to?

Key stakeholders/ consultees:

Potential contributors and research required:

Potential visits:

Are there any Budgetary Implications?

Officer support required:

Period for Review:

Start date:

Approximate meeting dates:

Proposed completion date:

Report date(s) to committees:

Publicity (e.g. of recommendations)

Date Scoping Document Completed: \_\_\_\_\_

## **Prioritising Topics For Scrutiny**

### **Corporate Plan themes and priorities**

The Peer Review included a recommendation to assess potential scrutiny review areas against the corporate priorities. Further information on these priorities is available in the Corporate Plan, which can be accessed via the following link:

[http://harvey/corporate/organisationaldevelopment/policy/corporate\\_plan/corporate\\_plan0914](http://harvey/corporate/organisationaldevelopment/policy/corporate_plan/corporate_plan0914)

The Corporate Plan themes and priorities are:

- Sustainable Growth and Opportunity - Theme 1
- Safe and Secure - Theme 2
- Lifestyle Choices - Theme 3
- Value for Money - Theme 4

### **Other issues to be considered when selecting reviews:**

#### 1. General questions at the outset:

- Does the review meet any of the Council's priorities?
- does this issue have a potential impact for one or more section(s) of the population?
- is the issue strategic and significant?
- is there a clear objective for scrutinising this topic?
- is there evidence to support the need for scrutiny?
- what do we hope to achieve?
- what are the likely benefits to the council and its customers?
- are you likely to achieve a desired outcome?
- what are the potential risks?
- are there adequate resources available to do the activity well?
- is the Scrutiny activity timely?

#### 2. Public interest

- issue identified by Members through surgeries and other contact with constituents
- user dissatisfaction with service (e.g. complaints)
- market surveys/citizens panels
- issue covered in local media

#### 3. Internal council priority

- council corporate priority area
- high level of budgetary commitment to the service/policy area (as percentage of total expenditure)
- pattern of budgetary overspends
- poor performing service (evidence from performance indicators/benchmarking)

#### 4. External Factors

- central government priority area
- new government guidance or legislation
- issues raised by External Audit Management Letters/External audit reports
- key reports or new evidence provided by external organisations on key issue

#### 5. Criteria to reject items

- review area does not meet any of the Council's priorities
- being examined elsewhere - e.g. by a policy committee, working group, officer group, other body
- issue dealt with less than 2 years ago
- new legislation or guidance expected within the next year
- no scope for scrutiny to add value/ make a difference, or
- the objective cannot be achieved in the specified timescale.