

# TEMPLATE – Overview and Scrutiny Committee Scoping Report

## **Guidance on the use of this report:**

This report is for use by councillors and officers writing a scope for a proposed piece of work to be undertaken by an Overview and Scrutiny (O&S) Committee. This document should provide the detailed scope for work that has already been discussed in outline form and should be completed in collaboration with officers of the relevant service area and Democratic Services.

A detailed scope should be provided for any work commissioned by an O&S Committee to ensure that there is a clear understanding of what the work will involve, and what the anticipated outcomes are. It is particularly important that the resources required to undertake the work, and the associated timescales are fully considered to ensure that there is sufficient capacity for O&S to progress the work to ensure that it can have impact in a timely way.

Commissioned work may take a variety of forms, including working groups, a sub-committee or a request that a report be brought to a committee meeting. Further information on types of commissioned work can be found in Article 6 of the Council's Constitution.

O&S members should assure themselves that this scoping report has been completed, and that the work to be undertaken will add value to the Council, the BCP area and its inhabitants.

Note – this document is for detailed scoping of overview and scrutiny work that has already been agreed for inclusion on an O&S forward plan. Councillors and members of the public wanting to suggest a new item for scrutiny may provide an outline scope using an alternative form available from Democratic Services on request.

Report subject	As appropriate
Meeting date	The meeting at which the scoping report will be signed off by the O&S Committee
Status	[Public/Exempt] Report
Executive summary	A brief outline of the main aspects of the scoping paper
<b>Recommendations</b>	<p><b>It is RECOMMENDED that:</b></p> <p>a) The O&amp;S Committee considers the scope outlined below, updating as appropriate.</p> <p>b) The O&amp;S Committee signs off the scope to allow work to commence.</p>
Reason for recommendations	A brief outline of the reasons for recommendations included above.
Portfolio Holder(s):	As appropriate
Corporate Director	As appropriate
Contributors	As appropriate
Wards	As appropriate
Classification	For decision

## **Background detail**

### **Reason for Review**

A brief outline of the background detailing why the scrutiny topic is suggested for review. This should focus on the value that will be added by the work proposed to demonstrate why it is a good selection for a scrutiny work. Authors should consider and reflect why scrutiny, in particular, is a suitable channel for exploration of the issue, rather than another council mechanism or area of the decision making process.

### **Desired Outcome**

This should set out the desired outcome of the work proposed. Councillors should assure themselves that they can identify the difference that the work will make to the Council, the BCP area or its inhabitants. If this is not clear, this may be an indication that the scope of the work needs further refinement.

### **Measure of Effectiveness**

How will the effectiveness of the O&S work be understood? Will data be available to show this? Much of the success of O&S work can lie in 'soft' outcomes that are not always measurable, but this should nevertheless be considered and reflected within the scope.

### **Detailed remit for investigation and clear completion criteria**

This should outline the key issues and area of focus. It may be helpful to set this out as a question or series of questions that the work seeks to answer. As a general rule, broad scopes should be avoided, and the more detailed the scope, the more likely it is that the work will have clear and meaningful outcomes.

### **Outline of the main information requirements**

O&S work should be evidence based. This enables the outcomes to be meaningful and to have influence. What evidence and documents will be needed to support this work? How will these be supplied? Detail what information will be needed in order to carry out the review and why it is the most appropriate source of information to be used as evidence.

### **Consultation, research and external involvement**

Will any consultation or research be required to ensure that the work can be meaningful? This can include, for example, site visits, witness sessions and surveys. Does this insight need to be gathered by overview and scrutiny, or does it already exist elsewhere in the council? Will any subject experts or other stakeholders be involved in the work, and if so, how?

**Options for Councillor Involvement**

An outline of options for how councillors will work with officers to develop the work proposed – for example, whether a working group is suggested, whether this should be politically balanced and the numbers to sit on the working group.

**Timetable:**

This should set out the timetable for the work proposed, including an outline of the proposed number of meetings if a working group is proposed. Councillors should assure themselves that the meeting timetable is appropriate to enable the work to complete within a timeframe that allows it to have influence – for example, in time to feed into a Cabinet or Council decision.

**Resources assessment**

What resource is associated with the work proposed? This may include officer time, councillor time, committee meeting time and/or budget. It is important to link with the service unit and Democratic Services to ensure that there is an understanding of current capacity, resources and time available to complete the review.

**Councillor and officer support**

Include here detail on the lead councillor for the work, the lead officer from the service area, and the role that Democratic Services will undertake. This should include detail on who will organise meeting dates, take any notes required and who will write the final and any interim reports.