

## Proposed Scrutiny Review: [name of review]

### 1. Review Outline

Subject of review	
Methodology / Approach	What types of enquiry will be used to gather evidence [committee meeting / task and finish group / specified other, e.g., workshop / seminar / focus group?]

#### 1.1 Reasons for the Review

Reasons for conducting this review [attach necessary background briefing papers / scoping material]	
Key question that the review is seeking to answer	
Objectives of review / Areas for investigation	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>
Outcomes expected from conducting this work	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

#### 1.2 Possible sources of information

## 2. Project Plan and Resourcing

### 2.1 Councillor Involvement

O&S Councillor leading review	tbc
Other O&S Councillors involved	tbc
Key Executive Councillors	
Other Executive portfolios covered	

### 2.2 Officer Support and External Involvement

Lead Officers	
O&S officer	
Expert witnesses and possible co-optees	

### 2.3 Council Services Expected to Contribute

Contact / Council Service	Contribution Expected

### 2.4 External Organisations to be Invited to Contribute / Submit Evidence

Contact / Organisation	Contribution

### 2.5 Publicity and Awareness of the Review

Publicity activities to be undertaken	For example, press releases (a call for evidence at launch of review and publicising results at its conclusion).
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If you would like to be involved in the review, please email [james.dearling@guildford.gov.uk](mailto:james.dearling@guildford.gov.uk) or call 01483 444141

## 2.6 Timetable for Core Phases of Review

Phase	Time required	Completion Date
Meetings and evidence gathering sessions		
Evaluation of evidence and formulate recommendations		
Produce the draft report		
Witness / Executive comment on report		
Consideration of draft report by OSC		
Report to relevant decision makers		
Schedule monitoring of the implementation outcomes		

## 2.7 Specific Costs Identified

Anticipated call on Scrutiny Budget

## 2.8 Equalities Issues

Relevant equality and diversity issues in relation to the proposed scrutiny review

## 2.9 Constraints / Barriers / Risks

Including timing constraints to when the review can be carried out

## 3. Signed Approval

**Signed:**

(By Chair on behalf of Overview and Scrutiny Committee)

**Date Agreed:**

(By Overview and Scrutiny Committee)
