
Luton Borough Council

Scoping form

Introduction

Getting the right topics for review is the first step in making sure the process of Overview and Scrutiny provides benefit to the Council, its partners and the community. The separate topic selection form has been written to enable the Overview and Scrutiny Board to achieve this. Using this, the Board will determine if an issue requires detailed examination by a Task and Finish Group.

Once a Task and Finish Group has been established it is proposed that this scoping form is used to establish the terms of reference of the review and to establish the practical arrangements. The reason for this is to ensure that every Task and Finish review must be properly project managed. This is to make sure that the review achieves its aims and has measurable outcomes. One of the most effective ways to make sure that a review goes well is to ensure that it is well defined at the outset. This way the review is less likely to get sidetracked or be overambitious in what it hopes to examine.

A well completed scoping form is also a great communication tool in helping others to understand what the review is about and will be published on the Overview and Scrutiny sections of the Council's website.

This template includes a section for the Department or partner representative to complete to enable elected members to consider how the review could add value.

The Scrutiny Manager will allocate a Scrutiny Officer to support members in carrying out the review. They will help to project manage the review to ensure its successful completion. They will be responsible for the completion of the scoping form and will consult the Board Chair and Vice-Chairs on its content. The Task and Finish Group will have the ability to review its scope, but will need to seek permission from the Board or alternatively the Chair and Vice-Chairs to alter it. This process will help the Board to effectively manage the work of the Task and Finish Groups.

Mark Farmer
Scrutiny Manager

1. Title of proposed Task and Finish Group review

Insert title here

Proposed by _____

2. Rationale

Please use the criteria checklist and summarise the response here.

It is essential that this scoping document clearly identifies exactly what the review hopes to achieve. Possible examples are:

1. To identify what is being done and what the potential barriers are;
3. To review relevant performance indicators;
4. To compare our policies with those of a similar authority;
5. To assess the environmental/social impacts;
6. Benchmark current service provision;
7. To find out community perceptions and experience;
8. To identify gap between provision and need surrounding the issue;

Please give detailed purpose and objectives of review

4. Outcome

Each review should have two or three key indicators which could be used to tell you if the review is achieving its purpose. Having an idea in advance of what a successful review would look like is useful to avoid straying off the topic. Success indicators could include:

- Having identified local needs;
- Having evaluated alternative ways of working/how a service could improve and making recommendations to the Executive or the Council's partners;

- Having developed an awareness of any contractual, economic, legal or structural constraints on Council's or it's partners approach.

Please give expected outcomes of the review

5. Methodology/Approach

It is important to think about what types of enquiry will be used to gather evidence and why. This is likely to be influenced by several factors including the actual topic itself, the need for expert advice/training and how easy it is likely to gather information. Possible approaches to research are:

- | | |
|--|---|
| - Issuing Questionnaires and surveys | - Comparison with other local authorities |
| - Mystery Shopping | - Auditing performance against objectives |
| - Site visits/job shadows/observations | - Joined up working with area committees |
| - Document Analysis | - Commissioning Research |
| - Interviewing Experts/Officers/ Witnesses | - Workshops/focus groups |
| - Facilitating open meetings | - Seminars/public meetings |

Please give specific details of proposed approach to the review

6. Time Management

A vital part of project management is specifying timescales for when things should be done including projected start date, meeting frequency, draft report deadline, projected completion date. Please also consider:

- Any key interim deadlines;
- Who needs to see any analysis;
- Who needs to contribute to the report;
- At what points will there be progress reports to OSB;
- The date by which a report and recommendations will need to be submitted to the Board or decision making body

Please specify key milestones

7. Resource Requirements

It is important to estimate (as far as possible) the amount of time in person hours that will be required for the review in order to manage the work programme effectively. Additional expenditure such as expenses, community involvement, publicity and research costs should also be taken into account (this might include the use of an independent expert to assist the review).

Please itemise planned resource requirements to complete the review

8. Risks

Please outline risks to the review and how you plan to mitigate them. These might include imminent policy changes either locally, regionally or nationally within the area under review.

Please outline the risks to the review

9. Community Involvement

Community Involvement it is important to engage the public in Overview and Scrutiny.

WHY

It is therefore essential not only is it necessary to consider the best ways to publicise the work of the Task and Finish Group but also how the results of the review are to be published. Things to consider might be:

1. Is the issue something which will interest the public? Should a public meeting be held? Should this be publicised through flyers/posters?
2. Should a newspaper advert be taken out to request public participation; would a radio interview be appropriate to raise awareness?
3. Would it be appropriate to co-opt external subject experts or to involve community pool members?

Please give details of how the community will be involved with this review. (Refer to the Communication and Involvement Strategy)

10. Further Supporting Evidence

You may feel you would like to add further information to support your case for an inquiry. Please feel free to do so in the space below.

Please add in the space below any further information you think is relevant.

11. Departmental or Partner Comments

It is important that the Board members receive 'expert' information and guidance on how the review can add value for example a review could help improve service performance, develop policy or help with involving the community in shaping services to meet their needs.

Departmental or Partner Comments on the proposed review (How can it add value)

12. Board has determined that this Task and Finish Group should have a minimum of.....and a maximum of...members on it.

Date completed_ _ _ _ _