## Scoping Template

Title of	study					
Name o						
committ Membe	ree/study group					
Membe						
1	Focus of study					
	What is it that we want to do? Does this need to be part of an indepth study? Or is it a smaller issue which could be dealt with in a different way, i.e. one-off challenge panel meeting?					
2	Objectives					
	What do we want to achieve? Is it achievable? Will it have a positive impact? Does it contribute to policy development?					
	Is it a top priority in light of other existing and emerging topics? Is it justifiable given the resources available?					
3	Key questions					
	What do we need to find out in order to meet our set objectives? Who do we need to consult with?					
4	Obtaining evidence					
	What desktop research can be done to find out the background to the topic and look at the approach of other local authorities to similar topics?					
	Who do we need to speak to? Officers, residents, service users, Members, other local authorities?					
	What is the best method to use to get information from people? Surveys, interviews, focus groups?					
	Where will we meet them? In a locality relevant to the subject?					
5	Support required by the group/sub committee					
	How long it take and much officer support will be required, in addition to the relevant scrutiny advisor					
	Member availability should be taken into account, as this will impact on the potential length of the study					

6	Consultees for draft report				
	All the Members involved in the study; contributing officers; relevant Head of Service and/or Director; residents/service users sent for information				
7	Date draft report required				
	A reasonable target for when the work could be completed, flexible if events prevent this becoming possible or delaying completion would mean additional relevant information becoming available.				
8	Date final report required				
	As above				
9	Evaluation				
	Any recommendations reported to Cabinet will require a response within 2 months, under the requirements of Section 122 of the Local Government and Public Involvement in Health Act 2007. Cabinet will be asked to clearly state whether or not it accepts the recommendations and the reasons for this decision. Cabinet must indicate what action, if any, it proposes to take.				
	If recommendations are accepted by Cabinet, the proposed action to implement the recommendations can be monitored by the subcommittee.				

## Work schedule

Activity	Date	Objective	Members