

## Scoping Template

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

