

OVERVIEW & SCRUTINY – SCOPING FORM FOR POLICY DEVELOPMENT/REVIEWS

Committee:	Date:
Review Title:	
Terms of Reference:	
Witnesses: <i>Who? Why?</i>	
Witness 1:	
Witness 2:	
Information to be gathered:	
Documents/information: <i>What? Why?</i>	
Document 1:	
Document 2:	
Information to be gathered:	

Site visits: <i>Where? Why? When?</i>
Information to be gathered:
Consultation/research: <i>Who? Why? What?</i>
Information to be gathered:
Venues to be used for evidence gathering: <i>Where? When?</i>
Officer support and other resources:
Timescale:
Reporting line for the Review: