

POLICY DEVELOPMENT COMMITTEE

SCOPING PAPER FOR

Members of working group: Cllr ##, Cllr ##, etc
Date:

1 Scope

A brief description of the scope of the work to be undertaken and the objectives to be achieved. Also, for clarity identify areas that are outside the scope

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2 Information requirements

List below the initial information that is expected to be needed for the review

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3 Witnesses and support

List below any external organisations, officers, & others required to provide evidence and support for the review

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4 Quantified benefits expected

The benefits you expect, expressed in measurable terms

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5 Key risks

The key risks to the review e.g. why the work might not be completed within the proposed timescales, or why it might not produce the benefits

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6 Costs

Work is undertaken within existing resources and therefore no additional costs are expected, but there might be an exception

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7 Timescales

A summary of the key dates and a target date for completion

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