



## Overview and Scrutiny Committee – Review Scoping Document

<b>Review Topic</b> (name of review)	Voids	
<b>Lead members</b>		
<b>Officer Support</b>	<b>Sue Lister – Corporate Manager Housing Options</b> <b>Justin Wright-Newton - Corporate Manager BMBS</b> <b>Ben Staines – Project and Research Officer</b>	
<b>Rationale</b> Key issues and reason for the review. Include how it relates to the Joint Strategic Plan		
<b>Purpose of the review/Objective</b> (quantify the outcomes the review will seek to achieve)		
<b>Success measures</b>	What are the expected outcomes?	
	What are the likely benefits to the council and its community?	
	What value is O&S adding to the process?	
	Are there any barriers/dangers/risks?	
	How are you going to know that you have reached the end of the O&S activity?	
<b>Background information</b>		
<b>Methodology/ Approach</b> (what types of enquiry will be used to gather evidence and why)		

<b>Resource requirements</b>			
<b>Project parameters</b>			
<b>Specify Witnesses/ Experts/ Stakeholders</b> (who to see and when)- subject to review as evidence becomes available			
<b>Specify Evidence Sources for documents</b>			
<b>Specify Site Visits</b> (where and when)			
<b>Barriers/dangers/risks</b> Identify any weaknesses and potential pitfalls			
<b>Projected start date</b>		<b>Draft report deadline</b>	
<b>Meeting frequency</b>		<b>Projected completion date</b>	