

SCOPING DOCUMENT FOR SCRUTINY ITEMS/TASK & FINISH GROUP CONSIDERATIONS

(1) SCRUTINY TOPIC:	
(2) REQUIRED OUTCOME/OBJECTIVE OF THE SCRUTINY EXERCISE:	
(3) TYPE OF ENQUIRY:	
<p>Options for the enquiry:</p> <ul style="list-style-type: none"> • Direct engagement with the PCC and/or a member/s of his staff • Direct engagement with communities of geography/interest (through phone/email contact, canvassing them for views, or inviting them to a scrutiny task and finish meeting/event) • Issues that seem to be disproportionately represented through non-criminal complaints about the Police and Crime Commissioner • Other scrutiny reviews • Issuing questionnaires/surveys (or piggy-backing on existing surveys) • Site visits • Document analysis • Comparisons with other Force areas/PCPS/PCCs • Any other types of enquiry 	
<p>Witnesses required, for example: Communities of geography/communities of interest/Partner Agencies/Experts/Business representatives Voluntary/Community Groups/Service users/Professional experts</p>	
(4) IF CARRIED OUT BY THE PCP - AT WHICH MEETING?	
(5) IF A TASK GROUP IS REQUIRED¹	
(Note: Task Groups are not required to be undertaken in public).	
Host Authority to agree the details of the process in consultation with the PCP Chair or the Chair of the Task Group ²	
Nominated Chair (if not Chair of Panel)	
Start Date	
Completion date	
PCP Members	
Other co-opted (non-Panel) members	
PCC and/or Officers of PCC required	
Frequency/number of meetings	
Date to report back to the PCP	
Estimated amount of PCP members' time	
Estimated amount of Support Officer time	
Estimated additional expenses eg travel costs, research commissioning and how will this be funded?	
Deadline for reporting back to the PCP (It is recommended this is scheduled on the same day as a regular PCP meeting to minimise the call on resources)	

¹ Task Groups do not have to be politically or otherwise proportionate, but consideration should be given to representation across the Force area. To help the effectiveness of the group, individuals' skills and expertise should be taken into account. It is recommended that the size of a Task Group should be between three and six members.

² Refer to Host Authority guidance setting out the role of the Task Group Chair, witnesses and any co-opted representatives and the arrangements for their involvement in scrutiny reviews.