

## POLICY DEVELOPMENT EXERCISE SCOPING CHECKLIST

This form is to assist Councillors to scope topics for consideration by the Engagement PDG in a focused way and to identify the key issues it wishes to investigate.

Topic:

Key outcomes:

Specific subject areas to be investigated: (key lines of enquiry)

### Carrying out the review...

Should representations be invited from Members not on Engagement PDG?

Yes  No

If yes – what format should they take?

What key documents/data/reports will be required?

Should a period of public consultation form part of the exercise?

Yes  No

If so, on what should the public be consulted?

Have other authorities carried out a similar exercise?

Yes  No

If so, which authorities?

Should invitations be extended to other authorities that have gone through this process?

Yes  No

If so, who, and from which authorities? (Members and officers – technical and legal matters etc)

What do you anticipate the timetable will be for the PDG Review?