

Scrutiny Scoping Form

Review Topic	Role of Mayor		
Review Group			
Officer Support	SE, KL		
Rationale (key issues and/ or reason for doing the Review)	Request by O and S		
Purpose of Review/Objective (specify exactly what the Review should achieve)	To consider the role of the Mayor including the officer support provided and the cost. To clarify the role and ensure support is matched to the agreed role and role the Mayor is expected to perform.		
Indicators of Success (what factors would tell you what a good Review should look like)	Clarify role for Mayor including the charity and event attendance as representative for Melton Mowbray. Support matched to agreed role.		
Methodology/ Approach (what types of enquiry will be used to gather evidence and why)	Interview with Mayor/ Deputy Mayor/Past Mayors. Consideration of budget situation. Appraisal of current role and recommendations for future role. Consultation with Group leaders.		
Specify Witnesses/ Experts (who to see and when)			
Specify Evidence Sources for Documents (which to look at)	Mayor's Diary		
Specify Site Visits (where and when)	N/A		
Projected start date	January 2011	Draft Report Deadline	
Meeting Frequency	To be decided at first meeting	Projected completion date	June 2011 meeting