

Topic Name of Scrutiny Review	CDC Concessions Policy
Rationale Key issues &/ or reason for scrutiny of topic – explain how scrutiny will add value to the decision-making or policy development process	There is no CDC Concessions Policy at present, and what few concessions there are appear ad-hoc and inconsistently applied across the area.
Purpose of Review Specify clearly what the Scrutiny Review should achieve and refer where possible to VFM issues of service cost, service performance and/or customer satisfaction.	<ol style="list-style-type: none"> 1. To decide whether a concessions policy is appropriate; and, if so, 2. To review a draft framework document on the application of concessions policy for specific services provided by CDC.
Approach <ol style="list-style-type: none"> (a) One-off item at Select Committee meeting (b) Task & Finish Panel If (b) <ol style="list-style-type: none"> (c) which members and (d) how long will it take? 	<ol style="list-style-type: none"> 1. Prepare and circulate discussion paper on viability of a concessions policy ahead of Scrutiny Committee consideration (attached - appendix 1). 2. Prepare and circulate draft framework policy document ahead of Scrutiny Committee consideration (attached – appendix 2). 3. Forward recommendations made by Scrutiny Committee to the Budget Planning Committee for detailed financial consideration. 4. If adopted, through Executive to Full Council for adoption.
Key dates Identify key meeting dates and any deadlines for reports or decisions	Scrutiny Committee consideration – Aug 13 Budget Planning Committee consideration – Sep 13 Executive consideration – tbd Council consideration – tbd
Resources to support Scrutiny Review Identify lead officers and an initial estimate of time and any other resource requirements	Working Group: <ul style="list-style-type: none"> • Cllr Nigel Randall • Nicola Jackson • Natasha Clark / Dave Parry
Witnesses/ Experts Who would need to be interviewed or consulted? Would site visits or external meetings be needed?	None required
Completed by:	Cllr Nigel Randall
Date:	22 Jul 13