

Scoping Report for Scrutiny Committee Review

Review Topic	Car parking
Scoping Report to go to meeting on	4 September
Review to take place at meeting on	4 December
Report to go to Cabinet on	N/A
Portfolio Holder	Cllr Sue Barker
Lead Officer	Andrew Taylor

Terms of Reference (to include the scope of the review)	
Suggested Terms of Reference	<ul style="list-style-type: none"> ▪ To understand the patterns of use. ▪ Establish if there are any variations in usage. ▪ To determine whether the expected increase in income has been achieved. ▪ To establish if there has been an increase or decrease in complaints. ▪ To establish whether there has been an increase in or decrease in penalty charges in the car parks.
Purpose and/or Objective of the Review (what the review should achieve)	
Suggested Purpose and/or Objective of the Review	<ul style="list-style-type: none"> ▪ To establish if the change in charges has affected car park usage. ▪ To make recommendations for improvements if required.
Methodology / Approach (methods to be used to gather evidence)	<ul style="list-style-type: none"> ▪ Written report
Written Evidence Required	Statistics if available
Potential Witnesses	None required.