

Scoping Report for Scrutiny Committee Review

Review Topic	Enforcement
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 A Walters
Lead Officer	Michael Perry

Terms of Reference (to include the scope of the review)	
Suggested Terms of Reference	<ul style="list-style-type: none"> ▪ To identify what the airport parking issues are and if levels increased over the summer. ▪ To establish how many incidents are reported yearly. ▪ To understand what action has been taken to eliminate and rectify issues. ▪ Identify what the success cases are. <p>To determine if more publicity is needed of the airport parking issue telephone number.</p>
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 understand what airport related parking issues there are. ▪ 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.