

Scoping Report for Scrutiny Committee Review

Review Topic	Day Centres			
Scoping Report to go to meeting on	24 June 2014			
Review to take place at meeting on	To be confirmed			
Review format required at meeting <i>(tick as appropriate)</i>	Written report (to be supplied at least five working days before the meeting)	X	Presentation	
Portfolio Holder	Councillor Redfern			
Lead Officer	Roz Millership			
Stakeholders	Uttlesford residents			

Suggested Terms of Reference	<ul style="list-style-type: none"> ▪ To review all 5 day centres, to assess how each centre operates and what services are currently provided. ▪ To assess the usage of each centre. ▪ To review the locations of the centres and the buildings. ▪ To assess what if any building renovation works are required and what the approximate costs would be. ▪ To evaluate the finding and formulate recommendations for each day centre.
Suggested Purpose and/or Objective of the Review	<ul style="list-style-type: none"> ▪ To gather a full understanding of each day centre and the services provided.
Methodology / Approach	<ul style="list-style-type: none"> ▪ Establish a task and finish group. ▪ Discussions with Housing and Day Centre committees. ▪ Site visits.
Attendees Required	To be decided