

Scoping Report for Scrutiny Committee Review

Review Topic	Saffron Walden Museum and Castle Development			
Scoping Report to go to meeting on	June 2014			
Review to take place at meeting on	To be confirmed			
Review Format Required at meeting <i>(tick appropriate)</i>	Written Report (to be supplied at least five working days before the meeting)	X	Presentation	
Portfolio Holder	Cllr Rolfe			
Lead Officer	Adrian Webb, Andrew Taylor and Richard Auty			
Stakeholders	Uttlesford residents and visitors.			

Suggested Terms of Reference	<ul style="list-style-type: none"> ▪ To establish what money is being spent and where. ▪ To understand the 2 phase forward plan.
Suggested Purpose and/or Objective of the Review	<ul style="list-style-type: none"> ▪ To fully understand the Museum and Castle development project.
Methodology / Approach (methods to be used to gather evidence)	<ul style="list-style-type: none"> ▪ Review previous decisions ▪ Discussions with Officers
Attendees required	<ul style="list-style-type: none"> ▪ None at present.