

## Scrutiny Inquiry Project Outline Template

### OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

**Review Topic: Allotments**

**Objectives:**

**Desired Outcomes:**

**Terms of Reference:**

**Equality and diversity implications:**

**Risks:**

**Venue(s):**

**Timescale:**

**Start:**

**Finish:**

**Information Requirements and Sources:**

**Documents/evidence:** (what/why?)

**Witnesses:** (who, why?)

**Consultation/Research:** (what, why, who?)

**Site Visits:** (where, why, when?)

**Officer Support:**

Lead Officer:

Democratic &  
Member Services Officer:

**Likely Budget Requirements:**

Purpose

£

Total

\_\_\_\_\_

**Target Body<sup>1</sup> for Findings/Recommendations**

(Eg Executive Cabinet, Council, partner)

---

<sup>1</sup> All project outcomes require the approval of Overview and Scrutiny Committee before progressing