

**OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE**

<b>Review Topic:</b>	<b>Investigation by:</b>
	<b>Type:</b>

<b>Objectives:</b>	<b>Desired Outcomes:</b>
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<b>Terms of Reference:</b>
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<b>Key Issues:</b>	<b>Risks:</b>
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<b>Venue(s):</b>	<b>Timescale:</b>
	<b>Start:</b>
	<b>Finish:</b>

**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:

Committee Administrator:

Corporate Policy Officer:

**Likely Budget Requirements:**

**Purpose**

**£**

**Total**

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

(Eg Executive Cabinet, Council, PCT)

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**SCRUTINY INVESTIGATION – PROJECT PLAN**

**TOPIC:**

STAGE AND TASK	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<b>1. TOPIC SELECTED</b>																
<b>2. SCOPE INQUIRY</b> ▪ complete project outline ▪ complete project plan																
<b>3. COLLECT EVIDENCE</b> ▪ source information																
<b>4. CONSIDER EVIDENCE</b>																
<b>5. COMPLETION OF RECOMMENDATIONS AND PRODUCTION OF REPORT</b>																
<b>6. FEEDBACK &amp; ACTION</b>																
<b>7. MONITOR</b>																