

OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

Review Topic:	Investigation by:
	Type:

Objectives:	Desired Outcomes:
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Terms of Reference:

Key Issues:	Risks:
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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:

Committee Administrator:

Corporate Policy Officer:

Likely Budget Requirements:

Purpose

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Total

Target Body¹ for Findings/Recommendations

(Eg Executive Cabinet, Council, PCT)

SCRUTINY INVESTIGATION – PROJECT PLAN

TOPIC:

STAGE AND TASK	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1. TOPIC SELECTED																
2. SCOPE INQUIRY <ul style="list-style-type: none"> ▪ complete project outline ▪ complete project plan 																
3. COLLECT EVIDENCE <ul style="list-style-type: none"> ▪ source information 																
4. CONSIDER EVIDENCE																
5. COMPLETION OF RECOMMENDATIONS AND PRODUCTION OF REPORT																
6. FEEDBACK & ACTION																
7. MONITOR																