

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 **£**

Total _____

Target Body¹ for Findings/Recommendations

(Eg Executive Cabinet, Council, PCT)