

**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:**

**Policy and Performance Officer:**

**Likely Budget Requirements:**

**Purpose £**

**Total** \_\_\_\_\_

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

*(Eg Executive Cabinet, Council, PCT)*