

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	
Appointing Panel	
Members Assigned (including date Working Group appointed)	
Possible Co-Options to the Group	
Interests Declared	
Rapporteur	
Officer Support	
Purpose of Study / Objective (specify exactly what the study should achieve)	
Rationale (key issues and/or reason for conducting a study)	
Terms of Reference	
Links to Council Policies/Strategies	

Methodology / Approach (what types of enquiries will be used to gather evidence)	
External/Specialist Support	
Existing Documentation	
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	
Reference Sites	
Investigations	
Witnesses	
Site Visits (if necessary) (where and when)	
Meetings of the Working Group	

Costs (resource requirements, additional expenditure, time)	
Possible Barriers to the Study (potential weaknesses)	
Projected Timescale (Start and end times)	