

**OVERVIEW AND SCRUTINY  
(ENVIRONMENTAL WELLBEING)  
WORKING GROUP STUDY**

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

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

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<b>Meetings of the Working Group</b>	
<b>Costs</b> (resource requirements, additional expenditure, time)	
<b>Possible Barriers to the Study</b> (potential weaknesses)	
<b>Projected Timescale</b> (Start and end times)	

