

**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	ICT Working Group
Appointing Panel	Overview and Scrutiny Panel (Economic Well-Being)
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	

ACTION BY WORKING GROUP	
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)	

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Meetings of the Working Group	
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research.
Possible Barriers to the Study (potential weaknesses)	
Projected Timescale (Start and end times)	