[Amend as required]

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| --- | --- |
| **Terms of reference established**  Template Available | Date approved |
| **Provisional timeframe for review** | Phase 1 – Sources of Information/evidence reviewed by:  Phase 2 – Interviews completed by:  Phase 3 – Findings and recommendations finalised in conjunction with CEC Nominated Officer by:  Phase 4 – Report completed and approved by CEC Nominated Officer by: |
| **Policies and procedures to review and follow** |  |
| **Issues that need to be explored/clarified:** | Review scope provided in the Terms of Reference  List further issues to be explored/clarified |
| **Phase 1:**  **List the sources of information/evidence to be collected** |  |
| **Collection of evidence to have been completed by** | Enter date as per timeline |
| **Phase 2:**  **Persons to be interviewed**  (including planned order of interviews) |  |
| **Persons to supply own statement** |  |
| **Interviews to have been completed by** | Enter date as per timeline |
| **Phase 3:**  **Review/investigation meetings further arrangements**  (When/where/notes to be taken by) |  |
| **Review/investigation meetings to be completed by:** |  |
| **Findings and recommendations completed by:** | Enter date as per timeline |
| **Phase 4:**  **Write report and seek approval from CEC Nominated Officer completed by:** | Enter date as per timeline |
| **Other considerations** |  |