
**DELETE THIS BOX IF THE REPORT DOES NOT
CONTAIN CONFIDENTIAL INFORMATION**
NOT FOR PUBLICATION by virtue of Paragraph(s) <>
of Part 1 of Schedule 12A
of the Local Government Act 1972 and
it is not in the public interest to disclose
the information because.....



Report to CABINET / COUNCIL [delete as appropriate]

[Insert Title of Report]

Portfolio Holder:

[insert name and portfolio of Executive Member e.g. Councillor
Smith, Cabinet Member for Schools]

Officer Contact: [Insert job title of Executive Director]

Report Author: [Insert name and job title]

Ext. [Insert no.]

[Insert date]

Reason for Decision

[Briefly explain the reason for the decision]

Executive Summary

[An executive summary should be included where the main body of the report is more than
5 sides in length]

Recommendations

[Check that the decision you require is clear and that you have the necessary approval to
proceed – have you covered all points? Recommendations to be specific – don't
recommend things by saying "as described in the body of the report"]

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Cabinet
[Insert name of other] Committee [if required]

[Date]
[Date]

[Insert Title of Report]

1 Background

1.1 [Introduce the report, including history of previous decision/background matters to be taken into account]

[The headings and paragraphs which follow the Background will vary depending upon the type and content of the report]

[Link to Corporate Plan and Priorities]

2 Current Position

2.1 [State where you are now – relevant matters to be taken into consideration in the decision]

3 Options/Alternatives

3.1 [State the options available and the advantages/disadvantages of each option. Note : This needs to be copied to the Summary Sheet – if not possible refer to attached report]

[If options or alternatives have been considered, these should be included in the report and the preferred option or alternative should be indicated together with the reasons for choosing the preferred option or alternative]

4 Preferred Option

4.1 [Give detailed reasons for the way forward chosen and any other action required. State if the decision is outside the budget/policy framework and therefore needs Council approval]

5 Consultation

5.1 [Give details of all relevant parties consulted, their views and the Council's response]

6 Financial Implications

6.1 [Financial implications should be included where appropriate. Where they are included, they must be approved by the Departmental Finance Manager. Financial comments should be sought as early as possible. If the matter is complex then finance officers should be involved in the compilation of the report rather than simply being asked to comment once the report is written. The reports when drafted should be copied to the Departmental Finance Manager who will then email the reports to the Borough Treasurer or relevant officer who will then either provide comments to be included in the report or confirm that he has no comments in which case the word "none" should be typed in under

the heading. Ditto the complexity issue mentioned above. Name not initial of person signing off etc... for each section]

7 Legal Services Comments

7.1 [All reports must include this heading. The reports when drafted should be emailed to the relevant senior legal officer who will either provide comments to be included in the report or confirm that s/he has no legal comments in which case the word "none" should be typed in under the heading. When comments are inserted into your report include the name of the Legal Officer at the end of the comments. Ditto the complexity issue mentioned above. Name not initial of person signing off]

8. Co-operative Agenda

8.1 [All reports must include this heading. Reports should identify how this will impact/support the Council's Cooperative agenda]

9 Human Resources Comments

9.1 [The comments of Human Resources must be included where appropriate. Reports which require comments, should when drafted be emailed to the Human Resources Adviser allocated to your Department who will provide comments to be included. When comments are inserted into your report include the full name of the Adviser at the end of the comments. Ditto the complexity issue mentioned above. Name not initial of person signing off]

10 Risk Assessments

10.1 [Reports should be forwarded where appropriate to the Head of Corporate Governance for comments. Matters should be discussed in advance of the report with the Head of Corporate Governance who will advise on the risk profile to the Council.]

11 IT Implications

11.1 [Will proposals require acquisition of or amendments to IT systems? If so comments of the relevant officer should be sought. If not, state none]

12 Property Implications

12.1 [Will the reports proposed action reduce or increase the use of property? If so, liaise with relevant officer. If not, state none]

13 Procurement Implications

13.1 [The report should be forwarded to the Head of Procurement if the report relates to procurement matters]

14 Environmental and Health & Safety Implications

14.1 [These must be included in every report]

15 Equality, community cohesion and crime implications

15.1 [These must be included in every report. If there are no implications, state 'none'.]

[We need to ensure that we are providing fair and equitable services to all our customers. Equally, we need to ensure that the cohesion or crime implications of all recommendations are fully considered.

In considering the implications, some questions to consider are whether the recommendations:

- Have a particular impact on any of the equality groups identified by Government. These are: age, disability, gender reassignment, marriage or civil partnership, race, religion or belief, sex, socio-economic status (i.e. potential impact on poverty), sexual orientation?
- Will impact on race and community relations / community tensions?
- Will impact on opportunities for people of different ages and backgrounds to interact with each other?
- Will impact on crime and/or fear of crime?]

16 **Equality Impact Assessment Completed?**

16.1 Yes/No [delete as appropriate]

[If there is a possibility that the recommendations could have a particular impact on one or more of the equality groups identified above, then an Equality Impact Assessment (EIA) should be carried out. The Council's EIA Toolkit can be found by following this link: [Download the Full EIA guidance and proforma here](#). It is the responsibility of the report author to carry out the EIA if necessary.

17 **Key Decision**

17.1 Yes/No [delete as appropriate]

18 **Key Decision Reference**

18.1 [State the reference number of the item which gives notice of the intention to make this decision. If item was not included on the published Key Decision Document, include reference to general exception/special urgency procedures (paragraph 16 and/or 17 of Part 4 of the Constitution) and include dates of consultation with appropriate Overview & Scrutiny Chair(s). If not a Key Decision, insert N/A.]

19 **Background Papers**

19.1 [A copy of the list of background papers to the report must be included in the report and at least one copy of each of the document included in that list must be available for inspection by the public at the office of the Council and on the local authority's website, i.e. included on the Cabinet Agenda / delegated item.]

The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act :

File Ref : [insert]
Name of File : [insert]
Records held in [insert] Department, [insert address]
Officer Name : [insert]
Contact No : [insert]

20 **Appendices**

20.1 [All appendices for the report should be listed]

DELETE THE SIGNATURE BOX IF THE REPORT IS A CABINET DECISION

Signed _____ Cabinet Member (specify whom)	Dated _____
Signed _____ Strategic Director/Deputy Chief Executive	Dated _____