

Report to CommitteName



Date of Meeting	MeetingDateLegal
Portfolio	LeadMember
Report Author	LeadOfficer
Public/Private Document	(this section will be populated with "public" or "private" - using this option will add any relevant exemptions)

IssueTitle

Executive Summary

1. In this section, there should be a brief overview of the key points required to make a decision. Members of the Committee should be able to see (at a glance) an overview of the decision to be taken and why

Recommendation

2. This section should be specific – what do you want the Committee to do? It would change dependent upon the body.
For example (these are to be used as a guide only)
(for scrutiny) "That the recommended budget for 2017/18 is considered and the Committee forms a view on its content, for submission to Cabinet"
(for cabinet) "That Cabinet recommends the budget 2017/18 to Council for approval"
(for Council) "That Council approves the budget for 2017/18"
Think also about any delegations you might need to implement the decision – if they are needed, include them as a recommendation.

Reason for Recommendation

3. Why is this Committee being asked to do what you recommend? Here you should include the legal or constitutional reasons for this Committee to make a decision (or for scrutiny, forward comments on the topic). Using the example above this might be "Corporate Overview and Scrutiny Committee are required to consider and put forward their views as part of budget preparations" "Cabinet is required to make recommendations on the budget for Council to consider"
"Council is required to set a balanced budget"

Key Points for Consideration

4. This section should include further detail on the issue requiring a decision – this is the section where you can add the meat to the bones – provide information that is relevant to the decision making process;

You should take care that this section is not information overload – there is such a thing as being too informed. Reports should be concise but ensure that the Committee can take an informed decision.

4.1 Alternatives Considered

Here you should outline any alternative options and a summary of the reasons why they have been discounted in preference to the recommendation.

Costs and Budget Summary

5. Here there should be a summary of any costs associated with the decision, whether there is a budget allocation or whether this requires additional budget provision

Risk and Policy Implications

6. In here, highlight any risks associated with the report. These could be legislative; equality focused; personnel. Are there risks associated with taking this course of action, or equally, if we don't take the course of action, what will the risks be?

Will there be any additional impact on Council policy? If so, what will they be Could it affect another service area? If so, how (discuss this with colleagues from other services, where appropriate and highlight any implications/how they will be addressed.

Consultation

7. Here you should provide details of any consultation undertaken and the outcome – has this been to Scrutiny/Townships? Has there been any consultation with partners/stakeholders? What were there views?

Background Papers

Place of Inspection

8. Here you should detail any background papers –

and the place of inspection (N1Riverside or elsewhere) – Note: will insert guidance on what is a background paper

For Further Information Contact:

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