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| **Report of** | **Meeting** | **Date** |
| LeadDirector | Leisure Strategic Partnership Board | MeetingDate |



# IssueTitle

(N.B. Numbering should follow on consecutively. Formatting such as *1.2, 1.2.1* etc. will not be permitted)

# Purpose of the Report

1. A brief overview of what you are asking members to consider

## Board Recommendations

1. List and number all recommendations – be clear about the decision you are seeking; or whether you are asking for views or for the report to be noted.

## Summary of Report

1. This should provide an overview of the information, including the background to the report.

## Financial Comments

1. This section must comment on the impact on all aspects of the total organisational budget.

## Legal Comments

1. This section will include any legal implications.

## Appendices

List the appendices in the order that they are attached to the report with titles as appropriate. Any spreadsheets/diagrams should be in pdf format and be headed up.

Appendix A

Appendix B etc.

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| --- | --- | --- | --- |
| Report Author: | Email: | Telephone: | Date: |
| LeadOfficer (LeadOfficerPost) | LeadOfficerEmail | 01772 62xxxx |  |