



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

2. 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

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

Financial Comments

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

Legal Comments

5. 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.

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