

Report of	Meeting	Date
LeadDirector (Introduced by LeadMember)	CommitteeName (Please list any other meetings this report is going to i.e. Leader Brief, Cabinet with the date in the next column)	MeetingDate

IssueTitle

Is this report confidential?	Yes/Partly/No Delete as applicable. If confidential please give a short explanation as to why
Is this decision key?	Yes/No/Not applicable Delete as applicable and bold the reason below if key
Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards

(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

Recommendations to Scrutiny Committee (change committee name if not applicable)

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

Recommendations to Cabinet (delete if not applicable)

3. List and number all recommendations specifically for the Cabinet – be clear about the decision you are seeking; or whether you are asking for views.

Recommendations to Council (delete if not applicable)

4. List and number all recommendations specifically for Full Council – be clear about the decision you are seeking; or whether you are asking for views.

Reasons for recommendations

5. What reasons justify the decision?

Other options considered and rejected

6. To demonstrate full consideration of issue. If no other options considered, please explain why.

Executive summary

7. This is only necessary for reports of longer than 4 sides and should include detail on HR and customer service implications of the decision.

Corporate priorities

8. The report relates to the following corporate priorities: (please bold all those applicable):

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background to the report

9. A short summary of the issues that have led to this report; any previous decisions or history which are relevant and help members understand the issues.

Relevant heading title (when you create new headings please create them as ‘Heading 2’ on the Styles tab to meet accessibility requirements for screen readers)

10. Main body of the report. This should include relevant information and the evidence to support the decision. This part of the report must give members a clear understanding of not only the recommendation being sought approval but the reasons why this is the correct decision. You should include separate paragraphs setting out the financial (revenue, capital, borrowing, funding) and legal implications to aid the statutory officers in providing their comments later in the report.

Climate change and air quality

Please delete below as appropriate

11. The work noted in this report impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda: net carbon zero by 2030, reducing waste production, limiting non sustainable forms of transport, working with sustainable and green accredited companies, limiting or improving air quality, limiting water waste and flooding risks, improving green areas and biodiversity.

12. The following remediations have been undertaken to limit the environmental effect:

13. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

14. Please summarise the outcome of your Equality Impact Assessment (EIA) and Equality Act implications.

Risk

15. Please summarise the key risks identified in any risk assessments.

Comments of the Statutory Finance Officer

16. This section is to be completed by the Chief Finance Officer (s151) (or by the Deputy Section 151 Officer if not available) as it must also comment on the impact on all aspects of the total organisational budget.

Comments of the Monitoring Officer

17. This section is to be completed by the Monitoring Officer (or by the Deputy Monitoring Officer if not available) and will include any legal implications for the Council.

Background documents (or There are no background papers to this report)

List any background documents which are relevant, including policy documents or previous Cabinet reports. Remember for a public report all background documents referred to are open to public inspection on request. Use links to any web-based documents.

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	