[COMMITTEE]	**[Meeting date here]**

Report title here

Final Decision-Maker	[COMMITTEE]
Lead Head of Service	
Lead Officer and Report Author	
Classification	Public/Private
Wards affected	

Executive Summary
Provide a short, one paragraph summary of the report
Purpose of Report
[Decision/Discussion/Noting]

This report makes the following recommendations to this Committee:
1.
2.
3.

Timetable	
Meeting	*Date*
Committee (please state)	
Council (delete as appropriate)	

Report title here

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

***Delete text in italics once read:** Report authors must consider the implications of the recommendations in the report for each of these issues. Where no implications have been identified, this should be stated. It is the report author's responsibility to ensure that the draft report is read and signed off by relevant officers prior to being considered by management or members. Relevant officers need to be given adequate time to do this. The relevant officers are:*

- *The legal team (for all reports which will go before members).*

- *The section 151 officer or deputy (for all reports with any financial implications, including those which recommend any expenditure or propose any savings).*

- *Other officers as listed in the sign-off column (for all reports where any significant implications have been identified under that issue).*

- *For some examples of what to write in the boxes please refer to the report writing guidance*

The relevant officer should add her/his name and the sign-off date in the sign-off column. Where a report makes recommendations to more than one MKIP authority, sign-off must be by the relevant officer(s) from each authority.

Issue	Implications	Sign-off
Impact on Corporate Priorities	*The four Strategic Plan objectives are:* - *Embracing Growth and Enabling Infrastructure* - *Safe, Clean and Green* - *Homes and Communities* - *A Thriving Place*	[Head of Service or Manager]
Risk Management		[Head of Service or Manager]
Financial		[Section 151 Officer & Finance Team]
Staffing		[Head of Service]
Legal		[Legal Team]
Privacy and Data Protection		[Legal Team]

Equalities		[Policy & Information Manager]
Crime and Disorder		[Head of Service or Manager]
Procurement		[Head of Service & Section 151 Officer]
Cross Cutting Objectives	*The four cross-cutting objectives are:* • *Heritage is Respected* • *Health Inequalities are Addressed and Reduced* • *Deprivation and Social Mobility is Improved* • *Biodiveristy and Environmental Sustainability is respected*	[Head of Service or Manager]

2.   INTRODUCTION AND BACKGROUND

1.1   Introduce and establish the context for the report, outline the background issues, and explain what has changed to necessitate the action recommended in the report.

1.2

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3. AVAILABLE OPTIONS

3.1   Outline the options available for responding to the situation described in Section 1. Wherever possible this should include at least three options, one of which should be the 'do nothing' option. For each of these options, provide a brief analysis of advantages and disadvantages, together with a summary of why each option except that described in more detail in the next section is not recommended. Where there are no alternative options to the one discussed in the next section, for example because the report is essentially for information rather than decision, this section should be deleted.

3.2

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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 Describe the option being recommended in detail, clarifying what will be involved and what outcomes are expected. This section should also explain why this is the best of the options considered in the previous section.

Un-numbered subheadings

4.2 This section can be broken up by using un-numbered subheadings.

4.3

5. RISK

5.1 Assess if within the council's risk appetite and any mitigating actions proposed if needed.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 Summarise any consultation which has been undertaken or which is planned to inform the development of the proposal described in the previous section. Detailed consultation results should be provided in an appendix where relevant. This section can also be used to summarise viewpoints expressed in committees as the report goes through the sign-off process, where these have not been accommodated through changes to the report.

6.2

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 Provide a brief summary of the action which will need to be taken once the recommendations have been agreed to put them into effect, including how they will be communicated. Where the report is for information only, this section may be deleted.

7.2

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: [Title]
- Appendix 2: [Title]

9. BACKGROUND PAPERS

Appendix 4: Report Template Option 1 (Cross-Cutting Issues Moved)

Delete text in italics once read: *Background papers to a report are any documents which are relevant to the report and which in the opinion of the report author disclose any facts or matters on which the report is based and which were relied on in preparing the report. By law, all background papers must be published with agendas on council websites. Report authors need to be mindful of this when including such background papers, and where information is used to inform the recommendations in a report, it is better to refer to or cite this information directly within the report. Nonetheless, if there are background papers which were specifically required to produce the report, such as regulatory reports, national research or any other published information, this requirement can be met by including weblinks to the papers here.*