

Cabinet

Item

Insert date of meeting 12pt

Report of	Assistant Director 12pt	Author	First and last name 12pt ☎ last 6 digits
Title	Insert title 12pt		
Wards affected	Insert all ward/s affected or insert 'Not applicable' 12pt		

Guidance for Authors before you begin writing ...

Style and Content

Please bear in mind when writing a report that it will be read by people who may be very unfamiliar with the subject matter but who, nevertheless, need to grasp the fundamental facts without having the benefit of a detailed background.

It's important to remember that Councillors have asked for reports to be written using Plain English and that every effort be made to remove local government jargon, technical and professional terms, acronyms and abbreviations.

Formatting

The text should be in the corporate font (Arial 12pt) and should be left aligned.

Suggested margin settings are Top 0.76 cm, Bottom 1.5 cm, Left 1.52 cm, Right 1.52 cm, Gutter 0 cm, Header 0.76 cm, Footer 1.25 cm

1. Executive Summary

- 1.1 Provide a summary of the report (a bullet point list is fine) to give readers sufficient information to quickly grasp the fundamental details of the subject matter without them needing to read the detailed background which will be set out in paragraph 5 below. The summary should be no longer than a page in length.

2. Recommended Decision

- 2.1 Set out in full the recommended decision here.
- 2.2 If there is more than one decision, please list them separately.

3. Reason for Recommended Decision

- 3.1 Provide reasons for the recommended decision here.

4. Alternative Options

- 4.1 Give details of any alternative options which have been considered and rejected here.

Page break after Section 4.

5. Background Information

- 5.1 This will be the main section of the report and should be started on a new page. Give full details of the background, supporting information and proposals (but not the recommended decision) here. This section is likely to cover a number of pages and may be separated into sub-headings for ease of reading and clarity.

6. Equality, Diversity and Human Rights implications

- 6.1 In completing this section you should give proper weight to equality and diversity considerations and demonstrate how the decision will impact on the promotion of equality and overcome discrimination in relation to gender, gender reassignment, disability, sexual orientation, religion or belief, age and race/ethnicity.
- 6.2 All new policies and any major changes to a policy need an Equality Impact Assessment (EIA) to be completed. Senior Management Team has advised that the following process must be complied with:
- EIA to be completed in line with the policy or change being introduced;
 - EIA to be uploaded to the website and Equality and Diversity Officer informed who will amend the master timetable to include the new EIA and review date;
 - A link to the EIA to be included in the relevant section of the report.

Reports will not be processed without a link to a completed and agreed EIA.

- 6.3 Furthermore, you need to generally consider whether a course of action will involve a breach of human rights and show that these have been taken into account by recording the reasoning behind a particular decision. For help contact Andrew Weavers ext. 2213.

If the report does not impact on any of the standard references listed separately in paragraphs 7 to 13 below, please consider using the following paragraph as an alternative.

7. Standard References

- 7.1 There are no particular references to the Strategic Plan; consultation or publicity considerations or financial; community safety; health and safety or risk management implications.

7. Strategic Plan References

- 7.1 In this section identify any direct links to the vision, themes and objectives of the [Strategic Plan 2015-18](#). For help contact Chris Reed on extension 2240.

8. Consultation

- 8.1 In this section show that consideration has been given to the timing and method of consultation. Also give an indication of what will happen to the responses.

9. Publicity Considerations

- 9.1 In this section show that consideration has been given to who will be affected by the decision, what effect it will have on them and the best way of communicating the decision to them.

- 9.2 If the project is likely to be very controversial then consideration should be given to consulting the people concerned in advance of the decision.

10. Financial implications

- 10.1 Set out details here of any financial implications which are not already allowed for in the approved budget. For help contact your group accountant in Financial Services.

11. Community Safety Implications

- 11.1 In completing this section show that community safety considerations have been taken into account and consideration has been given on how the decision will impact upon crime and disorder. The Council must exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder. Community safety includes actions to address problems identified by people living and working in the area including the fear of crime. For help contact the Community Safety section extension 2884.

12. Health and Safety Implications

- 12.1 In completing this section consider whether, as a result of the decision, there would be any harm to the health and safety of the general public and ensure that the actions taken as a result of the decision are as safe as is reasonably practicable. For help contact Carl Free on extension 6579.

13. Risk Management Implications

- 13.1 In completing this section detail the implications of the decision made (that is the effect of agreeing or disagreeing with the recommendation) not necessarily the risks of the report item. Identify the risks and opportunities. If there are strong risks or opportunities associated with the item these should be made clear in the main body of the report. This section is a summary of the potential effect of the decision. Any implications for other items or projects should be outlined with further details in the main body, if applicable. For help contact the Corporate Governance Manager on extension 8901.

Appendices

Any Appendices which provide additional information necessary to complete the report may be included as separate documents or attached to the report as one document.

Background Papers

Background papers are documents which have been relied upon to formulate the report but excluding documents already published elsewhere. Please be aware that any document listed must be shown to anyone who asks to see it. You should take this into consideration before listing any confidential documents.