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**Meeting:** XX Committee  
**Date:** 18 August 2011 Please don't add little letters eg Xth or Yrd  
**Subject:** (Size 14 font)  
**Report of:** Cllr ..... , Executive Member for .....Ensure you consult the Exec Member early to guide you in the drafting. Some reports should be from the Monitoring Officer or Section 151 Officer - check  
**Summary:** The report proposes .....(insert aim of report in 1 or 2 sentences)

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**Advising Officer:** Name, Director of ....  
**Contact Officer:** Name, Title  
**Public/Exempt:** Public / Exempt under category number ....  
Please tell the Committee Services Officer if the report is exempt or will have an exempt appendix – give the appropriate exempt paragraph number which you can find in the Constitution, Part G2, in the table after para 10.4.1.  
**Wards Affected:** (e.g. Southcott OR Leighton-Linslade wards OR All)  
**Function of:** Council

## CORPORATE IMPLICATIONS

### Council Priorities:

Set out which of CBC's priorities the action supports and how, if not obvious. The Priorities are:

- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
- Improved educational attainment.
- Promote health and wellbeing and protecting the vulnerable.
- Better infrastructure – improved roads, broadband reach and transport.
- Great universal services – bins, leisure and libraries.
- Value for money – freezing council tax.

### Financial:

1. You must include wording here and obtain agreement from Charles Warboys, the Assistant Director for Finance prior to the publication of the report.
- 2.

### Legal:

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4. You must include wording here and obtain agreement from John Atkinson, Head of Legal and Democratic Services prior to the publication of the report.

5.

**Risk Management:**

6. If wording is applicable for this section you must obtain agreement from Kathy Riches, Head of Internal Audit and Risk, prior to the publication of the report.

7.

**Staffing (including Trades Unions):**

8. Not Applicable. Or if applicable, include wording and obtain agreement from Catherine Jones, Head of HR Strategy & Policy prior to the publication of the report.

9.

**Equalities/Human Rights:**

10. Include wording and obtain agreement from Clare Harding, Corporate Policy Advisor (Equality & Diversity), prior to the publication of the report.

11. Avoid inserting “Not Applicable”, as Clare quotes the following:

12. To ensure that any decision does not unfairly discriminate, public authorities must be rigorous in reporting to Members the outcome of an equality impact assessment and the legal duties.

13. Public Authorities must ensure that decisions are made in a way which minimises unfairness, and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.

14. Please set out the equalities duties and the results of any Equality Impact Assessment. Don't attach the actual Assessment – list it as a Background Document (see the end of this template).

**Public Health**

15. Please set out how this will contribute to public health and wellbeing in the area. Contact Celia Shohet, Assistant Director of Public Health, NHS if you require any assistance ([celia.shohet@bedfordshire.nhs.uk](mailto:celia.shohet@bedfordshire.nhs.uk)).

**Community Safety:**

16. Not Applicable. Or if applicable include wording and obtain agreement from Jeannette Keyte, Head of Community Safety, prior to the publication of the report.

17.

**Sustainability:**

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18. Not Applicable. Or if applicable include wording and obtain agreement from Stephen Mooring, Corporate Policy Adviser (Climate Change), prior to the publication of the report.

**Procurement:**

19. Not applicable. Or if applicable include wording and obtain agreement from Robin Edwards, Interim Head of Procurement, prior to the publication of the report.

**RECOMMENDATION(S):**

**The Committee is asked to:**

- 1.
- 2.

Please: (then delete the following guidance after drafting the report)

- number all the paragraphs but **not** the headings
- insert only one paragraph per cell – if you need a new cell, position the cursor to the RH side outside the box and hit the “enter” key. To delete a row, highlight it, go to “table”, chose “delete” then “row”.
- align the text to the left only – do not justify
- don’t use colour in the reports or appendices. If it is unavoidable ie in a graph, please use print and fill-in pastel colours which contrast so that the print on a coloured area is easy to read. (Colour is very expensive to print in quantities – every penny counts)
- don’t underline or use *italics*
- don’t split words between lines
- don’t use more than 3 bullets – if you need more then use letters or roman numerals so they can be identified easily when referred to at the meeting
- any meeting, group or body should be in the singular ie “it” not “they” (for consistency across all reports).

**Please delete all the violet type in this template when completed.**

**Heading A**

20. X

21. X

**Heading B**

22. X

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23. X

24. X

### Heading C

25. X

26. X

27. X

(a) Y

(b) Y

(c) Y

28. X

### Heading D

29. X

30. X

(a) Y

(b) Y

(c) Y

31. X

### Conclusion and Next Steps (optional)

32. X

33. X

34. X

### Appendices:

Appendix A – Insert title of appendix

Appendix B – Insert title of Appendix

Appendix C – Insert title of Appendix

**Background Papers:** (open to public inspection) Note – Background documents are those which have been used to prepare the report, which are not already published and which are open to public inspection.

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X insert title and location of background document .

X...

X...