

---

**Meeting:** Central Bedfordshire Schools Forum  
**Date:** 21 January 2013  
**Subject:** Report Format and Publication Requirements  
**Report of:** Mel Peaston, Committee Services Manager  
**Summary:** This report sets out guidance for drafting reports for “public” meetings and publication requirements.

---

Advising Officer: Mel Peaston, Committee Services Manager  
Contact Officer: Martha Clampitt, Committee Services Officer  
Public/Exempt: Public  
Wards Affected: None  
Function of: Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

- Improved educational attainment.

### **Financial:**

1. N/A

### **Legal:**

2. N/A

### **Risk Management:**

3. N/A

### **Staffing (including Trades Unions):**

4. N/A

### **Equalities/Human Rights:**

5. 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.
6. 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.

**Public Health**

7. N/A

**Community Safety:**

8. N/A

**Sustainability:**

9. N/A

**Procurement:**

10. N/A

**RECOMMENDATION(S):****The Forum is asked:**

1. **to note the corporate template and guidance for drafting reports in use by officers of Central Bedfordshire Council;**
2. **to note that any reports provided by Academies are required to meet the legislative publication requirements.**

**Information**

11. The Central Bedfordshire Schools Forum will in future be considering reports from schools and Academies within Central Bedfordshire.
12. The Schools Forum is a “public meeting” under the terms of the Local Government Act 1972 and therefore:
  - members of the public may attend
  - members of the public have the right to access papers for the meeting 5 clear days in advance of the meeting and these are published to meet that deadline on the Council’s website
  - Council officers, including those from schools, are required to use the approved appropriate template for reports for public meetings.
13. Academies may wish to adopt the use of the Central Bedfordshire Council report template and guidance and are welcome to do so. These are attached at Appendices A and B.
14. Any reports for consideration by the Schools Forum must be published in advance in accordance with the legislation. Academies are urged to discuss any proposed reports with the Committee Services Officer who can advise on deadlines and on the provisions enabling certain kinds of information to be exempt from the requirement to be in the public domain.

**Appendices:** Appendix A – Guidance for Reports  
Appendix B - Report template

**Background Papers:** (open to public inspection) None