

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 6
18 NOVEMBER 2024	PUBLIC REPORT

Report of:	Neil McArthur, Director of Legal and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Cllr Mohammed Jamil, Deputy Leader and Cabinet Member for Finance and Corporate Governance	
Contact Officer(s):	Daniel Snowdon, Democratic and Constitutional Services Manager	01733 384639
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NEW CORPORATE REPORT TEMPLATE

RECOMMENDATIONS	
FROM: Neil McArthur, Director of Legal and Governance and Monitoring Officer	Deadline date: N/A
It is recommended that the Constitution and Ethics Committee notes the new corporate report template which will be used for all formal meetings of the Council with effect from January 2025.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee following a referral from the Director of Legal and Governance and Monitoring Officer.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to provide the Constitution and Ethics Committee with the new corporate report template that has been developed following the recommendation made by the Centre for Governance and Scrutiny in its governance review of the Council.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. BACKGROUND AND KEY ISSUES

- 4.1 The Centre for Governance and Scrutiny (CfGS) was commissioned by the Council in 2023, in concert with the Local Government Association (LGA), to provide support in the undertaking of a review of its governance arrangements.
- 4.2 One of the recommendations made by the CfGS in its final draft report of 12 December 2023 was in relation to report writing and suggested “that the Monitoring Officer, supported by the Head of Paid Service and the S.151 Officer provide support to the organisation on report writing and arrive at ways in which to incorporate additional quality assurance into reports”.

- 4.3 In response to this recommendation, the Monitoring Officer and the Democratic Services team have worked to review and redevelop the existing corporate report template used for formal decision-making meetings of the Council to ensure that all reports are clear and concise, enabling Members to make informed decisions based on the information presented to them at meetings. The revised template also improves accessibility in accordance with Government guidance, for those with disabilities who require the use of aids to access documents.

5. CORPORATE PRIORITIES

- 5.1 The new report template relates to the following corporate priority:

4. Sustainable Future City Council

- How we Work
- How we Serve
- How we Enable

Further information on the Council's Priorities can be found here - [Link to Corporate Strategy and Priorities Webpage](#)

6. CONSULTATION

- 6.1 Consultation was undertaken with the Council's Legal team, members of this committee (via email), Group Leaders, and the Cabinet Member for Finance and Corporate Governance.

7. ANTICIPATED OUTCOMES OR IMPACT

- 7.1 It is anticipated that the implementation of this new template will improve the quality of the reports being presented to Members when making decisions at all levels, ensuring that sound, informed decisions are being taken across the authority.

8. REASON FOR THE RECOMMENDATION

- 8.1 The report is for noting only.

9. ALTERNATIVE OPTIONS CONSIDERED

- 9.1 To continue using the existing template. This was not considered a viable option as this would not improve the template in line with the recommendations made by the CfGS.

10. IMPLICATIONS

Financial Implications

- 10.1 None.

Legal Implications

- 10.1 The Council is required to publish reports relating to decisions of the Council and its committees pursuant to the requirements set out in the Local Government Act 1972 (as amended).
- 10.2 The Council is required publish reports relating to executive decisions pursuant to the requirements set out in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Equalities Implications

- 10.3 The report template has been reviewed to ensure it is a fully accessible document.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 11.1 “Peterborough City Council – Support on Governance Renewal Report”, Centre for Governance and Scrutiny, 12 December 2023

[Understanding accessibility requirements for public sector bodies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/understanding-accessibility-requirements-for-public-sector-bodies)

12. APPENDICES

- 12.1 Appendix A – new report template

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