

[Meeting date]

[Name of Meeting]

[Agenda Item No.]



Report title

Report author:

[Insert name and title of author]

Responsible Director:

[Insert name and title of Director(s)]

**Cabinet Member(s)
responsible:**

[Insert name and portfolio of Cabinet
Member(s)]

Executive Summary: [Insert a few sentences explaining what the report is seeking to do and what the decision maker is being asked to approve, and how you would explain it to a friend or family member in less than a minute.] [Maximum of 150 words.]

[NB: The Executive Summary and Recommendations must appear on the first page of the report.]

Recommendations: [Insert clear, concise recommendations, which set out clearly what decision is required without needing to cross refer to the report.]

[Try to avoid passive recommendations such as recommendations 'to note...'.]

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1. Purpose

1.1 [Insert a short explanation of the purpose of the report.]

2. Background and key issues

2.1 [Insert the body of the report in this section, using relevant sub-headings as appropriate. Only share background and key issues which are relevant to the decision and not all information that relates to the subject. This is your chance to explain to members and the public why the request for a decision is being made and how it links to our Corporate Strategy.]

3. Corporate Priorities

3.1 [Summarise how the recommendation links to specific Council Corporate Priorities.]

[Explain any implications for Children in Care and or/ Care Leavers.]

[Explain any climate or ecological implications.]

[For procurement matters explain the implications, including any social value impact.]

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

4. Consultation

4.1 [List here any consultations already undertaken / completed, with dates and outcome. Include consultation with Ward Councillors where relevant.]

5. Financial Implications [to be completed by the report author in conjunction with budget holder for that service area]

5.1 [Summarise the financial implications arising from the recommendation, so the budget implications are clearly understood.]

5.2 [Be clear about whether the report is seeking budget approval and / or authority to spend.]

6. Value for money

6.1 [Explain how value for money is being assured, including benchmarking information if available.]

7. Legal implications (to be completed by the Legal team only after all other comments)

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7.1 [This section must clearly set out the legal power(s) the decision maker will be relying on to make the decision and confirmation that the decision maker is the correct body to make the decision.]

7.2 [The lawyer will also review the whole report to make sure that it makes sense, that the recommendations are clear and capable of enforcement, and any legal risks are clearly explained.]

8. Equalities

8.1 [Explain any equalities issues arising from the paper, including a summary of the Equalities Impact Assessment if one has been done or an explanation of why one has not been done.]
[Equality Impact Assessment \(sharepoint.com\)](#)

9. Options considered

9.1 [Summarise the other options that have been considered, in addition to the recommended course of action – including the implications of doing nothing.]

10. Background documents

10.1 [List any documents and other information used to write this report.]

10.2 [DO NOT include exempt items and be specific as anything you list here must be available for public inspection for several years after the committee meeting.]

11. Appendices

11.1 [List any appendices to the report.]

11.2 [DO NOT include exempt items.]

Date Report Submitted Into 365 Folder	Date

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I have checked that the report adheres to accessibility regulations <i>Further information below</i>				
Post-Drafting Shared Service? <i>If you are writing a report as an officer from a shared service authority, all approvals will need to be provided by Peterborough City Council officers.</i>	Section	Name	Approved	Date
	Procurement <i>(approval must be sought from Procurement if your decision is contract / procurement related)</i>			
	Democratic Services			
	Communications			
	Environment and Climate Change			
	Finance			
	Legal			
FINAL APPROVALS REQUIRED				
	CLT			
	CPF (Cabinet (Key Decisions) and Full Council reports only)			
	Report Author			
Executive Director's Approval <i>Directors are requested not to sign if the above section is incomplete</i>				<i>Date</i>