

CommitteeName

IssueTitle

MeetingDate

1. Recommendation(s)

1.1 Recommendation 1

1.2 Recommendation 2

1.3 Recommendation 3

2. Executive Summary

States the issue being addressed and proposed solution with benefits. If the report is monitoring information, it should summarise the highlights from the data.

2.1 XXXXX

2.2 XXXXX

2.3 XXXXX

3. Financial Implications

State the capital and revenue implications of the proposal - cost, savings, how it is to be funded and when costs/savings will be realised. If there are no implications state 'None'.

3.1 XXXXX

3.2 XXXXX

3.3 XXXXX

4. Environmental Implications

Please provide a broad overview of the prospective environmental implications of the proposal. Where the environmental implications are significant, and you consider that they need further explanation please include these as an appendix to your report. If there are no implications state 'None'.

4.1 XXXXX

4.2 XXXXX

4.3 XXXXX

5. Supporting Information

Will support the recommendations and decision points only.

When analysis can be summarised into one paragraph then that is all that is required.

The writer should state the main points raised in the executive summary (whether good or bad) or raise key questions, which focuses the reader on the 'what they need to know'.

5.1 XXXXX

5.2 XXXXX

5.3 XXXXX

Appendices

1. Appendix 1
2. Appendix 2 etc.

Background Papers

1. Background paper 1
2. Background paper 2 etc.

	Name	Contact Information
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The report was circulated to the following members prior to publication:

Local Member(s):

Other members: