
NEW COUNCIL REPORT TEMPLATE

To: **Constitutional Review Working Party – 8 June 2016**

By: **Committee Services Manager**

Classification: **Unrestricted**

Summary: **This report gives the opportunity to Councillors to look at the new Council report template prior to its introduction.**

For Information

1.0 Introduction and Background

- 1.1 As part of the Council's ongoing commitment to review and improve its processes Democratic Services have redesigned the Council's report template.

2.0 The Current Situation

- 2.1 The Council existing report template (which this report is using) has been used by the Council for at least the last five years and whilst it has been incrementally updated with small changes, it is need of a wholesale review in order to ensure that it is fit for purpose.
- 2.2 Democratic Services looked at report templates from Council's across Kent and from Council's considered to demonstrate best practice and chose elements from many of them to create the new template. In doing so, Democratic Services have emphasised the importance of the corporate implications by moving them to the front of the report. In addition Democratic Services have also included a new section – the executive summary, this will allow Councillors and Members of the public to look at a report and get a basic understanding of its purpose without having to read all of the report. It is hoped that this will make reports easier to understand, by making the key information easier to extract from the report.
- 2.3 In addition the new template has been shared with Officers likely to use it to write Committee reports and the feedback received has been positive. Officers feel that the new template is easier to complete than the previous version and includes useful tips on how to complete it.
- 2.4 A copy of the new template is attached at Annex 1 to this report.

3.0 Corporate Implications

3.1 Financial and VAT

- 3.1.1 The new report template has been agreed by the Council's finance department.

3.2 Legal

- 3.2.1 The new report template has been agreed by the Council's legal department.

3.3 Corporate

- 3.3.1 A clear and concise report template which is easy for officers to complete, straightforward for Members to interpret and contains all the necessary information Members need will contribute to the Council making good quality decisions
- 3.3.2 The new report template will contribute to the Council Value 1: Delivering Value for Money and Value 3: Promoting open communications.

3.4 Equity and Equalities

- 3.4.1 The new report template includes extensive equalities advice for both Officers completing the template and Members using the template to make decisions.

4.0 Recommendation

- 4.1 That the Constitutional Review Working Party notes the report.

5.0 Decision Making Process

- 5.1 This report is for information only and not for onward recommendation to Standards Committee.

Future Meeting if applicable: N/A	Date: N/A
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Contact Officer:	Nicholas Hughes, Committee Services Manager
Reporting to:	Tim Howes, Director of Corporate Governance

Annex List

Annex 1	New report template
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Background Papers

Title	Details of where to access copy
<i>None</i>	

Corporate Consultation Undertaken

Finance	Nicola Walker, Finance Manager (HRA, Capital, Ext Funding, Policy & Performance)
Legal	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer