

BROMSGROVE DISTRICT COUNCIL

CABINET

DATE (author to insert)

REPORT TITLE (author to insert)

Responsible Portfolio Holder	
Responsible Head of Service	
Key Decision / Non-Key Decision (author to indicate which type of decision)	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended (Only include this part of the box if you consider the report should be a pink one; otherwise delete it. If you consider the report should be pink you should also insert the details referred to under the Legal Implications heading)	

1. SUMMARY

1.1 Brief outline of the subject matter of the report (one or two sentences at most)

2. RECOMMENDATION

2.1 State exactly what it is officers are asking Members to decide, for example:

That the Communications Strategy attached at Appendix 1 be approved.

If the decision needs to be referred to the full Council start the recommendation as follows:

That the Cabinet recommend the Council to

3. BACKGROUND

3.1 Detailed reasons why the report has been written and the history or technical background to the report

3.2 Include details of any public or other consultations which have taken place

4. FINANCIAL IMPLICATIONS

4.1 Examples of details to include in this section are:

- how much it would cost to implement the recommendations
- whether or not budgetary provision already exists
- whether or not a virement is needed
- impact on the Medium Term Financial Plan

5. LEGAL IMPLICATIONS

- 5.1 Which, if any, legislation covers what is proposed.
- 5.2 If you consider the report should be pink the following paragraph must be included:

This report is exempt in accordance with Section 100 I of the Local Government Act 1972, as amended, because*(report authors to provide reasons for exemption in accordance with the public interest test)*. For these reasons it is felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

6. COUNCIL OBJECTIVES

- 6.1 How the item links to the Council's objectives and priorities.

7. RISK MANAGEMENT- incl. HEALTH & SAFETY CONSIDERATIONS

Please include the following details:

NOTE TO AUTHORS : PLEASE INCLUDE REFERENCES TO CORPORATE / SERVICE / RISK REGISTER AND SERVICE BUSINESS PLAN WHEN CONSIDERING HEALTH & SAFETY CONSIDERATIONS.

- 7.1 The main risks associated with the details included in this report are:
(list by bullet points up to a maximum of 3 as per the following example)
- Loss of income
 - XXXX
 - XXXX
- 7.2 These risks are being managed as follows:
(list by bullet points up to a maximum of 3 and refer to the relevant risk register as per the following example)
- Loss of income:

Risk Register: *Financial Services*
Key Objective Ref No: *1*
Key Objective: *Maximise collection of Council Tax and Business Rates*
 - XXXX:

Risk Register: XXXX
Key Objective Ref No: *X*
Key Objective: *XXXX*
 - XXXX:

Risk Register: XXXX
Key Objective Ref No: X
Key Objective: XXXX

7.3 *If any of the risks identified in 7.1 are not covered by any risk register, insert the following:*

Currently the risk identified in the *(first/second/third)* bullet point in 7.1 is not addressed by any risk register and will be added to the *(insert appropriate name e.g. Financial Services)* risk register as follows:

Include here the key actions

8. **CUSTOMER IMPLICATIONS**

8.1 How the recommendations will impact on internal/external customers. How/when will the recommendations be communicated to the customer. Will staff be briefed on any possible problems arising as a result of the recommendations.

9. **EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 State what the implications of the report are for the Council's Equalities and Diversity Policies.

10. **VALUE FOR MONEY IMPLICATIONS**

10.1 Examples of issues to include in this section are:

- impact on corporate VFM action plan
- appraisal of other options for delivery
- VFM outcomes from project implementation

11. **OTHER IMPLICATIONS**

Please include the following table and spell out any particular implications in the relevant box. If there are no implications under a particular heading, please state 'None':-

Procurement Issues
Personnel Implications
Governance/Performance Management
Community Safety including Section 17 of Crime and Disorder Act 1998
Policy

Environmental

12. OTHERS CONSULTED ON THE REPORT

Please include the following table and indicate 'Yes' or 'No' as appropriate. Delete the words in italics.

Portfolio Holder	
Chief Executive	
Executive Director - Partnerships and Projects	
Executive Director - Services	
Assistant Chief Executive	
Head of Service <i>(i.e. your own HoS)</i>	
Head of Financial Services <i>(must approve Financial Implications before report submitted to Leader's Group)</i>	
Head of Legal, Equalities & Democratic Services <i>(for approval of any significant Legal Implications)</i>	
Head of Organisational Development & HR <i>(for approval of any significant HR Implications)</i>	
Corporate Procurement Team <i>(for approval of any procurement implications)</i>	

13. WARDS AFFECTED

Please list any particular Ward(s) affected by the contents of the report. If no particular wards are affected, put 'All Wards'

14. APPENDICES

Please list the appendices attached to the report as shown in the example below.

Appendix 1	Description
Appendix 2	Description

15. **BACKGROUND PAPERS**

The papers used in the preparation of the report should be listed (you do not need to list background papers if the report includes exempt information and any document which has been published does not need to be referred to as a background paper).

CONTACT OFFICER

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