

Report to Somewhere Parish Council

This is provided by Norfolk ALC to Member Councils for their use. It is an example of good practice, not a legal obligation.

Meeting date: (the date of the meeting that this report is presented)

Authors: (usually the Clerk, but this could be a council adopted template, providing councillors with a standard format that helps good decision making at council)

Subject: (self-explanatory)

Purpose: (to inform, to enable a decision on, etc – align this purpose with the agenda item)

Recommendations: That Council(As a Clerk, it would be expected that you will provide options and often also a recommendation as you have informed yourself of the detail of the matter. If this report is written by a councillor then this recommendation may be their official proposal/motion)

1. Background

This is the place to summarise and set in context the subject, including briefly any previous information that is relevant to understanding the current state of play. This document will be read by people wanting to make a decision and they may not be fully conversant with historic information that is still relevant.

Information here will include research but keep it concise as you do not want the reader to disengage. Utilise the appendix to provide more detail or expansion of your key points.

2. Options for Council

- a. Do nothing – worth stating this and the implications
- b. To do
- c. To

3. Reason for recommendation

Sell your recommendation – if you cannot, then why are you recommending it?

4. Expected benefits (categorise the benefits if possible, good for reaching councillors who have interests, also useful for any potential funding applications)

The local community

The environment

The wider community

Report to Somewhere Parish Council

5. Implications (use this as a checklist to consider everything, not every report will have every implication listed and the phrase 'not applicable' might be all that is noted)

5.1 Legal

5.2 Risks

5.3 Financial

5.4 Time scales

5.5 Stakeholders

5.6 Contracts

5.7 Crime & Disorder (councils have a legal duty to consider impact)

5.8 Biodiversity (again councils have a legal duty to consider impact)

5.9 Privacy Impact (another legal duty for councils to consider a privacy impact assessment of new projects/initiatives)

5.10 Equality & Diversity (and yet another legal duty)

6. Appendices

(Other notes to author

Keep your writing concise and to the point, but keep to whole sentences, good grammar and effective punctuation.

Try to keep to no more than 2 sides of a4 paper. Make effective use of Appendices for any supplementary information.

Write for your audience – you want them to read, understand and be informed.)