

	Health and Well-Being Board {Meeting Date}
Title	{Report Title}
Report of	{Add report author – Director/AD/Lead Commissioner etc.}
Wards	{Name the wards the decision affects or ‘All’ if all}
Date added to Forward Plan	{Insert the date this report was added to the corporate forward plan}
Status	{Public / Exempt} {If exempt, state “Not for publication by virtue of paragraph (insert relevant) of Schedule 12A of the Local Government Act 1972 as amended.”}
Enclosures	{Reference all appendices attached to this report}
Officer Contact Details	{Name, email address and telephone number of Officers compiling report.}

Summary
{Add an executive summary of the information presented in the report. Give the reader a concise, jargon-free, overview of the background information, analysis and main conclusions. Use plain English at all times throughout the report. No unexplained acronyms or shorthand. It is expected that this would be no more than one page.}

Recommendations
1. {Clear recommendation e.g “That the Committee approve the following...” That the Committee note the following...”}
2. {Clear recommendation e.g “That authority to be delegated to the Director for in consultation with the Chairman”}

1. WHY THIS REPORT IS NEEDED

- 1.1 {Include an introduction to explain what the report is about. Outline the reason why this report is needed. General note: Please use the corporate standard throughout to keep reports consistent – i.e. Arial size 12, tables/charts/etc. to be clearly labelled, B&W friendly where possible (to keep printing costs down). Do not add page numbers please as the publishing software adds them automatically}

2. REASONS FOR RECOMMENDATIONS

- 2.1 {Why is this particular approach being recommended?}

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 {List all other options that were considered where appropriate and explain why they are not being recommended.}

4. POST DECISION IMPLEMENTATION

- 4.1 {What will happen once the recommendation has been approved? Include any information on when the decision will be reviewed or require further approval.}

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 {How does this report further the Corporate Plan and its stated priorities? Add any relating performance measure or control. Include implications for delivery with any public sector partners.}

- 5.1.2 {Address any implications relating the Health and Wellbeing Strategy and its stated priorities.}

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 {include any implications to the above resources presented by the recommendation}

e.g. when considering Financial implications:

- Do the recommendations fully cover the financial decisions that need to be made?
- What are the costs and/or income that will result from the recommendations? Have you consulted Finance on the implications for indirect costs, e.g. property, IT.
- Are there any variables that will impact on the costs or income, and what are the risks associated with these variables?
- Have you considered part year and full year effects?
- Have you correctly analysed expenditure between revenue and capital?

- Which budgets will be affected by the recommendations, and are the budgets adequate? Which service budget will be funding the costs of the recommendations?
- If linked to savings proposals – what effect will implementing the report have on financial strategy targets?
- Will the recommendations impact on other services, e.g. will you require additional support from other services; are you transferring responsibility to other services?
- Is there external funding available? Has the amount been confirmed in writing for every year it will be received, and if not what is the risk?
- Have you considered insurance arrangements?
- Have you factored cashflow implications into your costings?
- If the recommendation is linked to a contract, have the contract procedure rules been adhered to? The report needs to evidence appropriate authorisations have been sought and value of contract
- If the recommendation is linked to a contract, commercially sensitive information needs to be included in an exempt report

5.3 Legal and Constitutional References

5.3.1 {Provide specific references to the **statutory basis or legal power** relevant to your decision. This section is for completion by the report author as the subject matter expert}

5.3.2 {Reference the relevant section of the Council **constitution** which provides authority for the action. Refer also to the appropriate Terms of Reference for the Committee receiving the report.}

5.4 Risk Management

5.4.1 {Describe the risk(s) associated with this decision, including:

- A description of the cause and consequence if the risk(s) were to occur
- An initial assessment of the impact and probability of the risk(s) prior to controls being established
- A description of the controls required or in place to mitigate the risk(s) and the subsequent impact and probability risk rating once the controls are in effect.
- Where possible the risk assessment should be supported by quantitative analysis (scale of the problem, proximity or timescales when the risk may come to fruition, cost factors, e.g. financial impacts of the risk, resources required to control) }

5.5 Equalities and Diversity

5.5.1 {include any Equalities and Diversity considerations relevant to the decision - in accordance with the guidelines below}

The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies **to have due regard** to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people from different groups

- foster good relations between people from different groups

The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services

In addition all templates should advise the inclusion of:

- Up to date information about the Equalities impact of the proposal and details of how this has been assessed
- Sources of data
- Assessment of equalities risks and what has been done to mitigate them

5.6 **Consultation and Engagement**

5.6.1 {Describe any consultation undertaken, or planned to take place, relevant to this decision.}

6. **BACKGROUND PAPERS**

6.1 {Quote relevant previous decisions (the official minute or record) within this section and provide hyperlinks to these and any other associated documents mentioned and/or used when preparing this report. Documents need to be kept for 6 years and that they should be made available to the public unless they are exempt. **Do not reference appendices here** – any appendices should be referenced on the front page under ‘Enclosures’. **Do not add extra headings beyond this section.**}