Report to:

Date of Meeting:

Report Title:

Report By:

Purpose of Report

Insert an outline of the report's purpose - whether it is for information or whether a decision needs to be made

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Recommendation(s)

1. Insert what is recommended by the author of the report

Reasons for Recommendations

Insert why the recommendations have been made

Introduction

Heading1

Heading2

1. Background Paragraph

Timetable of Next Steps

2. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible

Wards Affected
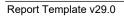
Insert the list of wards affected

Implications

Relevant project tools applied? Yes/No

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness
Crime and Fear of Crime (Section 17)
Risk Management
Environmental Issues
Economic/Financial Implications
Human Rights Act
Organisational Consequences
Local People's Views
Anti-Poverty

Additional Information

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

Officer to Contact

Officer Name
Officer Email Address
Officer Telephone Number