

(Please don't add page numbers or an item number and delete this note)

Executive Decision – template report

[For reports going to Corporate Board, Cabinet Committee, Cabinet Member Decision or Cabinet as part of decision process]

From: [For Corporate Board or Cabinet Committee or Cabinet] **Name and title of Cabinet Member *and* Name and title of Corporate Director**
or
[For Cabinet Member Decision] **Name of title of Corporate Director**

To: [For Corporate Board or Cabinet Committee or Cabinet] **Name of meeting**
or
[For Cabinet Member Decision] **Name and title of Cabinet Member**

Subject: [For Corporate Board or Cabinet Committee or Cabinet] Title
[For Cabinet Member Decision] **Decision No: xxxxxx and Title**

Non-Key/Key decision – *delete as applicable*

If the decision is Key please specify under which criteria; the criteria are as follows:

*Affects more than 2 Electoral Divisions
Expenditure or savings of > £1m – including if over several phases*

Classification: **Confidential/Unrestricted/Exempt**

Advice:

Corporate Board –all reports are confidential as they are a draft.

Cabinet Committee/Cabinet Member Decision and Cabinet Decision. Reports should be for publication wherever possible. Where information is exempt under schedule 12a of the Local Government Act 1972 it should be contained in a separate 'exempt report'. So you will have two reports one with the majority of the information in (to be published) and the other with the exempt information in (not for publication).

If you think you have exempt information to be considered ring Democratic Services on Ext: 4433 for advice.

Past Pathway of Paper: Where has it been?

Future Pathway of Paper: Where is it going?

Electoral Division: Name of division or divisions, and member affected
<http://kent590w3:9070/mgFindMember.asp>

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Summary: Provide an overview of the report, clearly setting out the scope of the report and the required outcomes.

Recommendation(s):

For Corporate Board – Corporate Board is asked to consider and endorse, or make recommendations to the Cabinet Member on the proposed decision to

For Cabinet Committee – The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for xxxxxxxx on the proposed decision to [insert wording from proposed decision sheet] as attached at appendix A" (This will be your proposed decision sheet)

For Cabinet Member Decision –The Cabinet Member for xxxxxx is asked to agree..... [insert relevant wording from decision sheet]

For Cabinet – That Cabinet is asked to agree.....

1. Introduction

1.1 Set out the subject and general scope of the report and identify its objectives and purpose

1.2

2. Body of the report

2.1 You need to include all of the relevant history and detail including options considered and dismissed and associated risk

2.2

3. Financial Implications

3.1 Please include the costs or savings of the proposed decision. Also refer to the budget entry or MTFP entry

3.2

4. Legal implications

4.1 Please include the legal implications of the proposed decision. Legal advice should be sought from Legal Services

4.2 .

5. Equalities implications

5.1 Please include the equalities implications of the proposed decision. Please seek advice from the equalities team or refer to your preliminary equalities assessment or full EqlA.

5.2

6. Other corporate implications

6.1 Remember that other functions may overlap, consider if your decision has an impact in other areas of the councils work.

6.2

7. Governance

7.1 Who is likely to inherit the main **delegations via the Officer Scheme of Delegation?**

7.2

8. Conclusions

8.1 Draw together the main strands of the report, briefly summarise the main points and explain the benefits of the proposed action.

8.2

9. Recommendation(s): (select relevant wording from below)

9.1 **Corporate Board** - Corporate Board is asked to make comments on the draft report and proposed decision

or

9.2 **Cabinet Committee** - The XXXXXX Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for xxxxxxxx on the proposed decision to [insert wording from proposed decision sheet] as attached at appendix A (This will be your proposed decision sheet)

or

9.3 **Cabinet Member Decision** - For Cabinet Member Decision - The Cabinet Member for xxxxxx is asked to agree..... [insert relevant wording from decision sheet]

or

9.4 **Cabinet** - Cabinet is asked to agree that

10. Background Documents

- 10.1 It is a legal requirement to include a reference to all background documents; these are documents that were relied on to a material extent in preparing the report. Anything that can be classified as 'exempt' or 'confidential' (as defined in Schedule 12A of the Local Government Act 1972) or is a draft document does not have to be listed.
- 10.2 Please provide links to the background documents, or to send them to democratic services who can upload them to the web library to create a link

11. Contact details

Report Author: Name and job title Telephone number Email address	Relevant Director: Name and job title Telephone number Email address
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