

**Instructions for completing the corporate template for decision reports**

* The corporate template needs to be used for all RBG decision reports apart from Planning Board/Area Planning Committees (where there is a separate report template on the Intranet). This includes reports for Committees or Panels which do not technically make decisions (eg Overview & Scrutiny Committee, Scrutiny Panels, Highways Committee).
* It is the responsibility of the report author to ensure that the report complies with the up to date corporate template.
* The text in black is mandatory and these sections must be included for all reports. This includes the four mandatory cross-cutting issues and implications boxes (Legal, Finance, Equalities and Climate Change).
* Report authors should build in to their timescales 5 working days for the report to be read and signed off by the relevant officers (or their nominees) listed below.
* The text in blue is optional. Report authors will be responsible for considering the relevance of these sections and deleting any that they feel do not apply.
* The text in italics is the narrative for report authors which should be deleted once the relevant section has been completed.
* Please can you ensure that any appendices containing exempt information are clearly labelled.
* Please delete these instructions once the report has been finalised (ie they do not form part of the template).

|  |  |  |
| --- | --- | --- |
| [Name of decision-maker] | **DATE**  *[Date of meeting/date of decision]* | **ITEM NO** |
| **TITLE** | **WARD (S)** | |
| **CHIEF OFFICER** | **CABINET MEMBER** | |
| **DECISION CLASSIFICATION**  *[Key or Non Key?]*  *[If key decision, has the 28 day notice been published? If so, please state the date it was published. If not, please give reasons for urgency.]*  *[Is the decision exempt from call in? If so, please give details.]*  *Non-exempt/Exempt Appendix [x]/Fully Exempt*  *(if exempt, please identify the relevant exempt paragraphs)*  *Exempt by virtue of paragraph [x] of Schedule 12A to the Local Government Act 1972 (as amended): e.g. Information relating to the financial or business affairs of any particular person including the authority holding that information.]* | **IS THE FINAL DECISION ON THE RECOMMENDATIONS IN THIS REPORT TO BE MADE AT THIS MEETING?**  Yes/No  *[If not, where and when will the final decision be taken eg Full Council on …]* | |

1. **Decision required**

This report makes the following recommendations to the decision-maker:

1.1

[*Signed………………………………………………………………..]*

*[Print name and position if the decision is being taken by an individual]*

2. **Links to the Royal Greenwich high level objectives**

*[Please explain how your report relates to the high level objectives and delete those not applicable]*

2.1 This report relates to the Council’s agreed high level objectives as follows:

* A Healthier Greenwich
* A Safer Greenwich
* A Great Place to Grow Up
* Delivering Homes Through Economic Growth
* A Cleaner, Greener Greenwich
* Economic Prosperity for All
* A Great Place to Be
* A Strong Vibrant and Well-run Borough

3. **Purpose of Report and Executive Summary**

3.1 [*Explain why the report is necessary and provide a brief summary of the main points.]*

4. **Introduction and Background**

4.1 [*Introduce and establish the context for the report, outline the background issues, and explain what has changed to necessitate the action recommended in the report.]*

5. **Available Options**

5.1 [*Outline the options available for responding to the situation described in Section 2. Wherever possible this should include at least three options, one of which should be the ‘do nothing’ option. For each of these options, provide a brief analysis of advantages and disadvantages, together with a summary of why each option except that described in more detail in the next section is not recommended. Where there are no alternative options to the one discussed in the next section, for example because the report is essentially for information rather than decision, this section should be deleted.]*

6. **Preferred Option**

6.1 *[Describe the option being recommended in detail, clarifying what will be*

*involved and what outcomes are expected. This section should also explain why this is the best of the options considered in the previous section.]*

7. **Reasons for Recommendations**

7.1 *[Describe the reasons for the recommendations.]*

8. **Consultation Results**

8.1 *[Summarise any consultation which has been undertaken and how the results have informed the proposal described in the report. Also summarise any consultation which is planned to inform the development of the proposal. Detailed consultation results should be provided in an appendix where relevant.]*

9. **Next Steps: Communication and Implementation of the Decision**

9.1 *[Provide a brief summary of the action which will need to be taken once the recommendations have been agreed to put them into effect, including how they will be communicated. Where the report is for information only, this section may be deleted.]*

10. **Cross-Cutting Issues and Implications**

*[Unless indicated otherwise in the boxes below, report authors must consider the implications of the recommendations in the report for each of the cross-cutting issues and add comments as appropriate. Where no implications have been identified, this should be stated and signed by the report author*. *The report author must also consider and be responsible for the operational risks within their report, which they will need to sign off themselves following discussion with their Head of Service or Assistant Director.*

*It is then the report author’s responsibility to ensure that the draft report is read and signed off by the relevant officers (or their nominees) listed below prior to being submitted to Corporate Governance ready for publication.*

*Relevant officers need to be given 5 working days to do this.*

*The relevant officer should add their comments in the implications column, together with their post title and sign off date, before returning the report to the report author.*

|  |  |  |
| --- | --- | --- |
| **Issue** | **Implications** | **Sign-off** |
| **Legal** including Human Rights Act | *[This section is to be completed by the Director of Legal Services or a nominated representative from Legal Services.]* | *[Director of Legal Services or nominee Date signed]* |
| **Finance** and other resources | *[This section is to be completed by the Director of Finance or a nominated representative from Finance.]* | *[Director of Finance or nominee*  *Date signed]* |
| **Equalities** | *[EITHER: The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users. OR: Decision-makers are reminded of the requirement under the Public Sector Equality Duty (s149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper could directly impact on end users. The impact has been analysed and [EITHER varies] [OR does not vary] between groups of people. The results of this analysis are immediately below. [Further information is also available in the equality impact assessment attached at [Appendix ]. Full impact assessments should be always be appended and referenced in the main body of the report where the impacts are significant and where a detailed analysis or significant mitigation has been necessary.*  *In addition, what contribution does this report make to the Council’s Equality and Equity Charter and the Council’s Equality Objectives 2020-2024?* | *[Report Author Job Title*  *Date signed]* |
| **Climate change** | *[What contribution does this report make to the Greenwich Carbon Neutral Plan agreed by Cabinet on 18 November 2020?]* | *[Report Author*  *(for all reports)*  *Job Title*  *Date signed]* |
| **Procurement & Social Value** | *[If the report has procurement or social value implications, this section is to be completed by the Head of Strategic Procurement or a nominated representative from Strategic Procurement.]* | *[Head of Strategic Procurement or nominee*  *Date signed]* |
| **Digital** | *[If the report has systems or technology implications, this section is to be completed by the Assistant Director, Digital and Customer Services or a nominated representative from the Digital Team.]* | *[Assistant Director, Digital and Customer Services or nominee*  *Date signed]* |
| **Information governance** | *[If the report has information governance implications including the sharing of data, this section is to be completed by the Head of Compliance (Communities & Environment) or a nominated representative from the Information Governance Team.]* | *Head of Compliance or nominee*  *Date signed]* |
| **Staffing establishment** | *[If the report has staffing implications, this section is to be completed by the Head of Human Resources or a nominated representative from the Human Resources Team.]* | *Head of Human Resources or nominee*  *Date signed]* |
| **Risk management** | *[Does this matter feature in the Risk Register? Should it? What risks does the proposal entail? How will they be managed?*  *Operational risks are the responsibility of the report author, which they will need to sign off themselves following discussion with their Head of Service or Assistant Director. If you need advice or want to discuss any aspect of risk management before completing your comments please contact the Assistant Director of Finance (Governance & Audit).]* | *[Report Author*  *(for all reports)*  *Job Title*  *Date signed]* |
| **Community safety** | *[As well as covering anything else relevant here, make sure you address our obligations under:*  ***(b) Section 17, Crime and Disorder Act 1998***  *“17(1) Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.”]* | *[Report Author (if no implications)*  *or*  *Report Author/*  *Assistant Director, Community Safety & Environmental Health*  *Job Title]*  *Date signed]* |
| **Health and Safety** | *[What health and safety issues are relevant to the subject of the report?* | *[Report Author (if no implications)*  *or*  *Report Author/Health and Safety Advisor*  *Job Title*  *Date signed]* |
| **Health and wellbeing** | *[How does the subject of the report impact on health and wellbeing? Age sex and hereditary factors: will men/women, different age groups or people with hereditary health conditions be affected?*  *Individual Lifestyle Factors: will people be more or less able to make healthier lifestyle choices such as physical activity (including walking to/from school, work or home, proximity or access to leisure facilities), healthy eating (e.g. proximity or access to take away shops, allotments, food stores) stopping smoking etc*  *Social and Community networks: will the proposal make it easier for people to interact with one another*  *Living and Working Conditions: does to proposal improve work or home environments, increase job, education or training opportunities, improve access to health services or housing*  *General Socioeconomic cultural and environmental conditions: does the proposal have an impact on the area as a whole which might affect any of the above?]* | *[Report Author*  *(for all reports)*  *Job Title*  *Date signed]* |
| **Corporate parenting** | *[How does the subject of the report impact on the Council’s corporate parenting role to promote recovery, resilience & well-being and support the corporate parenting statutory principles for the children in our care and care leavers.* | *[Report Author*  *(for all reports)*  *Job Title*  *Date signed]* |

11. **Report Appendices**

11.1 The following documents are to be published with and form part of the report:

* *Appendix A: [Title]*
* *Exempt Appendix B: [Title]*

12. **Background Papers**

*[Background papers to a report are any documents which are relevant to the report and which in the opinion of the report author disclose any facts or matters on which the report is based and which were relied on in preparing the report. By law, all background papers must be published with agendas on council websites so please email these documents to Committee Services when sending your final report. Report authors need to be mindful of this when including such background papers, and where information is used to inform the recommendations in a report, it is better to refer to or cite this information directly within the report. Nonetheless, if there are background papers which were specifically required to produce the report, this requirement can be met by including weblinks to the papers here.]*

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