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Committee:	See explanatory note 1	Agenda Item:	See explanatory note 2
Meeting date:	See explanatory note 3	Authors:	See explanatory note 4
Subject:	See explanatory note 5		
Purpose:	See explanatory note 6		

Recommendation(s):

See explanatory note 7

1. **Background** See explanatory note 8

2. **Options for Council** See explanatory note 9

3. **Reason for recommendation** See explanatory note 10

4. **Expected benefits** See explanatory note 11
 - a. **The community**

 - b. **The environment**

 - c. **Other**

5. Implications See explanatory note 12

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices See explanatory note 13



Guidance on report writing – Explanatory notes

1. The Committee that the report is going to be received at.
2. The agenda item number that the report relates to – this can be left blank as the agenda item number may not be known at the time of the report writing.
3. Note that this is the date of the meeting that the report is being received at, not the date of writing.
4. If the report is being written by an Officer then this should be the role, not name. The report can also come from a group (such as a TFG/ Working Group). Alternatively, any report can be issued in the name of the Town Clerk as the agenda and associated papers are issued by the Clerk.
5. Should be a clear, unambiguous title on the subject of the report.
6. What is the Committee/ Council being asked to do, this needs to be aligned with the agenda item, normal examples of this would be;
 - a. **To note** – Committee/ Council are not being asked to make a decision, just to be informed of something.
 - b. **To decide** – Committee/ Council are being presented with some options to decide between.
 - c. **To agree/ To adopt/ To resolve** – Committee/ Council are being asked to decide on a proposal (typically a yes or no decision rather than having options to decide between).
 - d. **To ratify** – A Committee has already made a decision/ shown a preference for a resolution which is not fully within their remit or spending authority so requires Council/ another Committee to agree to the decision.
 - e. **To receive** – Can be used in different contexts, but typically requires a vote to formally receive something e.g. meeting minutes.
7. It is expected that the report author will have informed themselves of the detail of the matter of the report, and therefore have a recommendation which should be included here – other options that could be considered are included separately further down the report. If the report is being written by a Councillor then this should state their proposal.

The reasons for making the recommendation are included further down the report – the recommendation included in this section should be kept brief and concise.

8. This should summarise and set into context the subject including briefly any previous information that is relevant to understanding the current situation. The document will be read by people who may not be fully conversant with historic information that is still relevant.

Additional research will also be included in this section, but be sure to keep it concise so as not to disengage the reader – the appendix can be utilised to provide more detail or expansion of key points.

9. State the different options that the Council/ Committee has – this should also include the option to do nothing/ make no change. A brief summary of the implications of each decision can also be included.

10. This should provide the reasons why you are making the recommendation in point 7, what has led you to this conclusion.
11. Categorising expected benefits where possible will support the reasons for the recommendations, and if the report relates to an item requiring funding, could start to form the basis for a grant application.
12. Implications to be completed as follows:

5.1 Legal	Should include specific legal requirements, referencing legislation where applicable. Pages 64 – 69 of the Good Councillors Guide is a good place to start when filling out this section, but please speak to the Clerk for further guidance if necessary.
5.2 Risks	Any uncertainties as a result of the options covered in this report, which should they occur, might have an effect upon (particularly those that threaten) the overall objectives of the Council should be included here.
5.3 Financial	What financial implication does the recommendation have – be specific wherever possible with accurate costs.
5.4 Time scales	Give a brief summary of lead time/ completion time for the recommendations.
5.5 Stakeholders & Social Value	Include any internal or external stakeholders where relevant which could be formal or informal groups. Any possible social value not covered under section 11 can also be included here.
5.6 Contracts	State whether any provisions of Section 11 of Financial Regulations apply.
5.7 Climate & Sustainability	Include any implications (positive or negative) on Climate Change/ Environment/ Sustainability, including details of how the recommendation aligns with the Council’s climate change resolutions and relevant policies.
5.8 Crime & Disorder	The Council must consider crime reduction in every policy and action (Crime and Disorder Act 1998, s.17).
5.9 Health & Safety	The Council must consider how it’s acts (or omissions) could put those in its employ and those not in its employ at any Health and Safety Risk (Health and Safety at Work etc Act 1974 s.2).
5.10 Biodiversity	The Council must have regard to conserving biodiversity as part of policy or decision making (Natural Environment and Rural Communities Act 2006 s.40).
5.11 Privacy Impact	The Council must consider any relevant Privacy Impact to the Data Protection principals (GDPR) (Data Protection Act 2018, Chapter 2).
5.12 Equality & Diversity	The council must not discriminate against in the provision of services. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services. (Equality Act 2010 s.29)

13. Include any relevant appendices – this could include quotations obtained, extracts from information sources, letters/ emails, copies of previous relevant reports, photographs, maps, or virtually anything else – be sure to consider privacy and redact any documents where required.

Other notes.

Keep reports concise and to the point, but try to ensure keeping to whole sentences, good grammar, and effective punctuation.

Try to keep the report to no more than 2 sides of a4 paper – make effective use of the appendices for supplementary information.

Remember to write for the audience, the person reading the report needs to understand, be informed, and feel equipped to be able to make a decision based on the report contents.