

The future format of council reports, minutes and agenda

Recommendations:

1. That the report be noted,
2. That feedback be provided to officers,
3. That council recommend the adoption of the new format.

	Yes	No
Does the decision involve new expenditure?		X
Is there an existing budget for the proposed expenditure (insert code)	N/A	
What procurement level is required?	N/A	
Are there equalities impacts / an equalities assessment required?	Y	
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	Y	
Is there a background paper or papers? (provide links below).	Y	
Equalities Impact Assessment		
Explanation of proposal:		
<ol style="list-style-type: none"> 1. Officers periodically review the format of council papers, and the level of engagement of elected members with the decision process. 2. Officers are keenly aware that dense, text heavy reports are not always conducive to engagement. This new format is intended to be clearer, and more easily used by a wider audience. 		
Issues arising from proposal:		
None		
Rationale for recommendation:		
<ol style="list-style-type: none"> 1. Officers believe a clearer report format may aid elected members. 		