

## CONSTITUTION COMMITTEE

<b>Date of Meeting</b>	7 <sup>th</sup> October 2015
<b>Report Subject</b>	New Report Format for Cabinet and Committees
<b>Portfolio Holder</b>	Cabinet Member for Corporate Management
<b>Report Author</b>	Member Engagement Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

To seek the views of the Members of the Constitution Committee on a new style of reports for Cabinet, Council and Committees. By way of illustration, this report has been produced in the new format.

The report gives details of the new format, which is intended to make reporting more effective and efficient. Following the guidelines and using the template, the reports will be less resource intensive to prepare, and easier and quicker to read.

### RECOMMENDATIONS

1	That the committee comments on and approves the use of the new format for Council and Committee reports.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE CONTENT OF THE REPORT</b>
1.01	<p>Following on from the recent review of the Overview &amp; Scrutiny Committee structure and the move to the use of iPads for committee papers, we thought that it would be useful to review how we produce Cabinet and Committee reports.</p>
1.02	<p>The format which we have been using has not changed for several years, and in many ways had ceased to be as effective as we need it to be. With a greater workload for Members than we have had before, we recognised that we had to make our reporting more accessible and easier to use.</p>
1.03	<p>During the summer, a number of officers within the Chief Executive's office and the Governance portfolio have been considering how we could make improvements in producing reports and presenting them in meetings. This exercise has resulted in a detailed guidance on report writing and presenting being produced, together with the review of our standard report format.</p>
1.04	<p>The new report format has been piloted for the September meeting of the Cabinet. In addition, any report which has been put to a scrutiny committee prior to also being considered by the Cabinet has been produced in the new format. This is to avoid duplication of effort.</p>
1.05	<p>The new format has an executive summary and the recommendations on the front page. The purpose, background and consideration sections of the old style has been replaced with a 'report details' section. We have replaced the financial and personnel implications with 'Resource Implications' and the impacts (Anti-poverty, Environmental and Equalities) are now to be referred to within the Risk management section on an 'if necessary' basis.. For the appendices, we will be making greater use of hyperlinks and there will be a glossary of terms used within the report at the end of it.</p>
1.06	<p>We have also been giving guidance to colleagues on report style and layout, consultation and report clearance and on presenting reports to Cabinet, Council or committees. The intention is that our approach will be slicker and will ensure that Members are being provided with the right information to enable more focussed consideration.</p>
1.07	<p>The Committee is invited to comment on and approve the new report format.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	It is anticipated that the new approach should reduce both Member and officer time spent in preparing and reading reports.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Consultation has been carried out with Cabinet Members and Officers during the review process. This report is a further stage in that process.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	It is intended that reports in the new format will be easier to use.

<b>5.00</b>	<b><u>APPENDICES</u></b>
5.01	There are no appendices to this report.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	There are no background documents for this report  <b>Contact Officer: Robert Robins</b> <b>Telephone: 01352 702320</b> <b>E-mail: <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a></b>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None of the terms used within this report are 'technical' in nature and no acronyms have been used.