

<b><u>BLAENAU GWENT COUNTY BOROUGH COUNCIL</u></b>	
<b>Report to</b>	<b>Democratic Services Committee</b>
<b>Report Subject</b>	<b>Revised Corporate Report Template</b>
<b>Report Author</b>	<b>Gemma Wasley, Corporate Performance Manager</b>
<b>Report date</b>	<b>12<sup>th</sup> April 2018</b>
<b>Directorate</b>	<b>Corporate Services</b>
<b>Executive Portfolio</b>	<b>Leader / Executive Member Corporate Services</b>
<b>Date of meeting</b>	<b>2<sup>nd</sup> May 2018</b>
<b>Date signed off by Monitoring Officer</b>	<b>N/A</b>
<b>Date signed off by Section 151 Officer</b>	<b>N/A</b>
<b>Date signed off by Chair</b>	<b>23<sup>rd</sup> April 2018</b>
<b>Key words</b>	<b>Corporate Report Template</b>

## Report Information Summary

<b>1.</b>	<b>Purpose of Report</b>
1.1	To present to Democratic Services Committee the revised Corporate Report Template for consideration.
<b>2.</b>	<b>Scope of the Report</b>
2.1	<p>The Corporate Report Template is used for all reporting throughout the Council. Following comments received from both Members and Officers it was decided that a review of the template was timely. The Corporate Report Template is attached at Appendix 2.</p> <p>It is proposed for the Corporate Report Template to be used from the new cycle in June.</p>
<b>3.</b>	<b>Contribution to the National Well-Being Goals – Detail attached as Appendix 1</b>
<b>4.</b>	<b>Recommendation(s) / Endorsement by other groups, e.g. CLT/Committees/Other groups</b>
4.1	The report template has been discussed with CLT at their meeting on 13 <sup>th</sup> March 2018 and a further discussion held on 17 <sup>th</sup> April, whereby minor word changes were suggested and incorporated into the Report Format attached to this report.
<b>5.</b>	<b>Recommendation/s for Consideration</b>
5.1	For Democratic Services Committee to consider the options identified at paragraph 6 and recommend their preferred option to Council for approval at the AGM on 24 <sup>th</sup> May 2018.

Why this topic is a priority for the Council?						
Single Integrated Plan (SIP)	Well-being Objectives	Performance Management Improvement Framework (PMIF)	Operating Model	Transforming Blaenau Gwent (TBG Programme)	Relevant legislation	Other (please state)
	X	X			X	

Reporting Pathway							
Directorate Management Team (DMT)	Corporate Management Team (CMT)	Audit	Democratic Services Committee	Scrutiny	Executive	Council	Other (please state)
	17/04/18		02/05/18			24/05/18	

## **Main Report**

<b>1.</b>	<b>Background and Context</b>
1.1	<b><u>Corporate Report Template</u></b>  The Council uses a Corporate Report Template for all reports.  Following comments received from both Members and Officers and as we are approaching the end of the annual cycle of meetings, it felt timely to undertake a review of the template.  The main changes include: <ul style="list-style-type: none"><li>• A removal of the Front Page and Summary Report;</li><li>• Scope and Background has been merged into one title;</li><li>• The Options have been moved from paragraph 6 to paragraph 3;</li><li>• Evidence of how the report will support the achievement of Council Priorities, Statutory Responsibilities and or the National Well-being Goals;</li><li>• Implications against the Options in one section;</li><li>• Supporting evidence in one section (to also include the Sustainable Development Principles); and</li><li>• Monitoring Arrangements for the item.</li></ul> To ensure that the reports are also not too long and for them to be more succinct, we have also included a section to attach Background Documents or Electronic Links. This is also to support a reduction in printing costs.  It is proposed for the new Corporate Report Template to be used from the new cycle in June.
<b>2.</b>	<b>Performance Evidence and Information</b>
2.1	Comments from Members on the Report Template have included: <ul style="list-style-type: none"><li>• Can the Well-being Goals be used more effectively within the Report Format, rather than being a separate appendix.</li><li>• For Reports to include, once a decision has been made, the future monitoring arrangements to ensure Committees are aware of progress being made.</li></ul> Desk top research was undertaken to consider Report Formats used across the United Kingdom.

<b>3.</b>	<b>Risk Implications</b>
3.1	The quality of our reports and the items included on the work programmes are often scrutinised by external Auditors. There is a potential reputational risk if these areas are seen to be areas needing improvement.
<b>4.</b>	<b>Financial Implications</b>
4.1	There are no direct financial implications of amending the Corporate Report Template as this work was undertaken in house.
<b>5.</b>	<b>Staffing/Workforce Development Implications</b>
5.1	Staff within the Corporate Performance Team worked on the amendments to the Corporate Report Template.  Support will be provided to Officers and Members when writing Committee Reports.
<b>6.</b>	<b>Options for Consideration</b>
6.1	<p><b><u>Option 1</u></b>          For Democratic Services Committee to recommend the new Corporate Report Template to Council for approval.</p> <p><b><u>Option 2</u></b>          For Democratic Services Committee to make amendments to the new Corporate Report Template prior to approval at Council.</p>
<b>7.</b>	<b>Impact Assessment Against Proposals / Options</b>
7.1	<ul style="list-style-type: none"> <li>• <b>Thinking for the long term</b> Thinking in the long term is a title in the new report format template.</li> <li>• <b>Taking an integrated approach</b> Taking an integrated approach is a title in the new report format template.</li> <li>• <b>Taking a preventative approach</b> Taking an preventative approach is a title in the new report format template.</li> <li>• <b>Collaborating</b> Collaborating is a title in the new report format template.</li> <li>• <b>Involvement</b> Involvement is a title in the new report format template.</li> </ul>
7.2	<p><b>Equality Impact Assessment (EQIA)</b>          An equality impact assessment title is included in the new report format template.</p>

<b>8.</b>	<b>Conclusion</b>
8.1	<p>The Corporate Report Template is a key resource used throughout the Council.</p> <p>The Template has been reviewed and adapted following a number of comments received and from undertaking desk top research.</p>

Assess how well your project / activity will result in multiple benefits for our communities and contribute to the national well-being goals.		
Description of the Well-being goals	How will your project / activity deliver benefits to our communities under the national well-being goals?	Is there anyway to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?
<p><b>A prosperous Wales</b>                      An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>	<p><b>Meeting the Well-being Goals will be a key aspect of the new report template but will be presented in a different way.</b></p>	
<p><b>A resilient Wales</b>                      A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p>		
<p><b>A healthier Wales</b>                      A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>		

Description of the Well-being goals	How will your project / activity deliver benefits to our communities under the national well-being goals?	Is there anyway to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?
<p><b>A more equal Wales</b>                      A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).</p>		
<p><b>A Wales of cohesive communities</b> Attractive, viable, safe and well-connected communities.</p>		
<p><b>A Wales of vibrant culture and thriving Welsh language</b>                      A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p>		
<p><b>A globally responsible Wales</b>                      A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>		