

**Committee:**

Date of meeting:

Report Subject:

Portfolio Holder:

Report Submitted by:

Report Written by:

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)

1. **Purpose of the Report**
  
2. **Scope and Background**
  
3. **Options for Recommendation**
  - 3.1 *To include Recommendation(s) / Endorsement by other groups, e.g. CMT/Committees/Other groups)*
  
4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**
  
5. **Implications Against Each Option**

*For Example*

  - 5.1 *Impact on Budget (short and long term impact)*
  - 5.2 *Risk including Mitigating Actions*
  - 5.3 *Legal*
  - 5.4 *Personnel*
  
6. **Supporting Evidence**

*For example*

  - 6.1 *Performance Information and Data*
  - 6.2 *Expected outcome for the public*
  - 6.3 *Involvement (consultation, engagement, participation)*
  - 6.4 *Thinking for the Long term (forward planning)*

6.5 *Preventative focus*

6.6 *Collaboration / partnership working*

6.7 *Integration(across service areas)*

6.8 *EqIA(screening and identifying if full impact assessment is needed)*

7. **Monitoring Arrangements**

7.1 *State how the work will be monitored e.g. through scrutiny or directorate performance management arrangements*

**Background Documents /Electronic Links**

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DRAFT