

CABINET

Agenda Item 171

Brighton & Hove City Council

Subject: *[Title of report]*
Date of Meeting:
Report of: *[Relevant Director]*
Contact Officer: Name: *[Report author details]* Tel: 29-
E-mail:
Key Decision: Yes/No Forward Plan No. 7 Digit Ref:
Wards Affected: All

FOR GENERAL RELEASE/ EXEMPTIONS *[Delete as applicable].*

[Part 8 of the Constitution sets out the rules on confidential items. For such reports complete the following paragraph in consultation with Democracy Services...

The public are likely to be excluded from the meeting during consideration of this report as it contains exempt information as defined in paragraph () of schedule 12A to the Local Government Act 1972 (as amended).]

[Also include here any statement of urgency/reason for late or non-inclusion in the Forward Plan – see Report Writing Guidance para 7.2].

1. SUMMARY AND POLICY CONTEXT:

[Brief one paragraph summary of what you are asking the decision maker to do and why (ie the policy context). Note: Report should not usually exceed 4 sides of A4 in total]

1.1

1.2

2. RECOMMENDATIONS:

[Clear and freestanding, setting out exactly what the decision maker is being asked to do].

(1)

(2)

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

[History leading up to the decision. Number each new paragraph from here.]

3.1

3.2

4. CONSULTATION

[Set out internal and external consultation that has been carried out and any responses]

4.1

4.2

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

[Address all capital and revenue financial and property implications arising out of the report proposals. This section to be completed by relevant finance officer]

5.1

Legal Implications:

[Address legal implications, including power to carry out the proposals and any legislation that affects the proposals. This section to be completed by the relevant lawyer]

5.2

Equalities Implications:

[See report writing guidance on the Wave]

5.3

Sustainability Implications:

[See report writing guidance on the Wave]

5.4

Crime & Disorder Implications:

[See report writing guidance on the Wave]

5.5

Risk and Opportunity Management Implications:

[See report writing guidance on the Wave]

5.6

Corporate / Citywide Implications:

5.7

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

[List the main alternatives considered and summarise why these were not recommended. This information is required by Regulations.]

6.1

6.2

7. REASONS FOR REPORT RECOMMENDATIONS

[Main grounds for the decision that is being sought, justifying why the recommendations should be approved. This information is required by Regulations].

7.1

7.2

SUPPORTING DOCUMENTATION

Appendices:

[If none, state None. Any appendix more than 20 pages long should be listed and placed in the Members' Rooms at Kings House and referenced in the main body of the report]

1.

2.

Documents In Members' Rooms

1.

2.

Background Documents

[List any background / supporting documents referred to or used in the compilation of the report. The documents must be made available to the public upon request for four years after the decision has been taken]

- 1.
- 2.