

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

28 NOVEMBER 2017

REPORT OF THE MONITORING OFFICER

THE CORPORATE REPORT TEMPLATE

1. Purpose of Report .

- 1.1 The purpose of this report is to request approval of the revised corporate template for reports that are presented to Council, Cabinet and their committees.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priority:-

1. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background.

- 3.1 The Corporate Template is designed to contain the key elements that will aid decision makers in assessing the available information and to make informed decisions.
- 3.2 The template has a common series of headings in a logical sequence that allows the reader to progress through any report and expect where key information should be found within it.

4. Current situation / proposal.

- 4.1 It is proposed that the report template be updated to reflect the implementation of the Well-Being Of Future Generations (Wales) Act 2015 and to include a standardisation of the Corporate Priorities.

- 4.2 The proposed template updates:

- 4.2.1 Section 2 to reflect the latest Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priorities:-

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.

2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

* Delete as appropriate

- 4.2.2 Section 7 is proposed to become the "**Well-being of Future Generations (Wales) Act 2015 Implications**" which has been added into the template to reflect the requirement to consider the implications of this legislation when making decisions.
- 4.2.3 The sections for **Financial Implications** and **Recommendations** have been renumbered accordingly.
- 4.3 The report author is still required to use the Equalities Impact Assessment (EIA) toolkit to determine whether mitigating actions need to be taken or a Full Equality Impact Assessment should be carried out. The report should include a summary of the mitigating actions of the EIA and the full EIA should be attached as an appendix to the report when required.
- 4.4 In addition to the EIA, the Author will then need to consider the completion of the Well-being of Future Generations (Wales) Act (WFGA) 2015 assessment. The WFGA Assessment template is attached at **Appendix 1** and will be made available on the intranet for report authors to access. An example of a completed assessment has been included at **Appendix 2** to show level of detail that may be required.
 - 4.4.1 It is proposed that when a WFGA assessment is undertaken, Section 7 of the report will include a summary of the assessment and if necessary the completed assessment will be included as an appendix to the main report.
 - 4.4.2 There may also be occasions where the assessment has been undertaken with no significant implications and therefore the assessment could be listed as a background document rather than appended to the actual report. Not all decisions will require an assessment to be completed e.g information reports.
 - 4.4.3 The report approvers will consider the content of the assessment before providing approval of the report.
- 4.5 It is proposed that report authors undertake training in respect of the Wellbeing of Future Generations Act and the use of the the template before the revised template is used. It is further proposed that the new template is used from 1st April 2018
- 4.6 A blank version of the revised Corporate Report Template is attached at **Appendix 3** for information.
- 4.7 Following approval of the proposals in this report, the report author training will be scheduled. The relevant documents including the templates, WFGA Assessment samples and other related documents will be updated on the intranet. Bridgenders

emails will be used to advertise the change of report template and introduction of the WFGA assessments.

5. Effect upon Policy Framework & Procedure Rules.

- 5.1 There will be no direct effect on the Policy Framework & Procedure Rules but the revised report template will provide a sound basis for decision making, improve communication and Corporate working within the Authority and provide greater accessibility and understanding the residents of the County Borough.

6. Equalities Impact Assessments.

- 6.1 This report has no EIA implications. The existing requirements for the Equalities Impact Assessment have not changed and should be included in this section.

7. Financial Implications.

- 7.1 There are no financial implications regarding this report.

8. Recommendation.

- 8.1 That Cabinet approves the use of the revised Corporate Report Template for all reports being presented to Committees from 1st April 2018, following the completion of appropriate training for report authors and awareness sessions for elected members.

P A Jolley

**Corporate Director Operational and Partnership Services and Monitoring Officer
15 November 2017**

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Background documents: None