

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO DEMOCRATIC SERVICES COMMITTEE**  
**23 FEBRUARY 2023**  
**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**  
**REVISED CORPORATE REPORT TEMPLATE**

**1. Purpose of report**

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

**2. Connection to corporate well-being objectives / other corporate priorities**

2.1 This report assists in the achievement of the following corporate well-being objective under the **Well-being of Future Generations (Wales) Act 2015**:

- **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

**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 locate key information within it.

**4. Current situation/proposal**

4.1 A desktop review has been undertaken of the current Corporate Report Template and it has been recommended that the template be updated to incorporate the Socio-economic Duty and Welsh Language implications, links to Climate Change and Safeguarding as well as an Executive Summary so that the reader and decision maker can quickly acquaint themselves with the content of the report.

4.2 Following initial consultation with the Corporate Management Board (CMB) and Group Leaders, a blank version of the revised Corporate Report Template is provided at **Appendix A** for information, taking these aspects into consideration together with a populated report of a recent Cabinet report attached as an example at **Appendix B**.

4.3 The proposed template also includes the following changes:

- a) The combining of the 'Connection to the Corporate Well-being objectives' with the 'Well-being of Future Generations implications';

- b) The relocation of the 'Effect on Policy Framework and Procedure Rules' to the top of the report;
- c) The relocation of the 'Report Owner/Corporate Director' and 'Responsible Officer' details to the top of the report.

4.4 Members are requested to note that Section 5 – **'Well-being of Future Generations implications and connection to Corporate Well-being Objectives'** will be updated following the approval by Full Council of the new Wellbeing Objectives within the Corporate Plan in March 2023.

4.5 It is proposed that the revised template is used for all reports presented to Committees from 18 May 2023 following the Annual Meeting of Council.

4.6 A Bridgend's Message will be circulated to all officers notifying them of the changes and the online guidance and template will be updated for all report authors to access.

## **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. Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

## **7. Well-being of Future Generations (Wales) Act 2015 implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

## **8. Financial implications**

8.1 There are no financial implications arising from this report.

## **9. Recommendation**

9.1 Members are requested to consider the proposed changes to the Corporate Report Template and provide any comment or suggested amendments.

**Contact Officers:** Laura Griffiths  
Group Manager Legal and Democratic Services

Rachel Keepins  
Democratic Services Manager

**Telephone:** (01656) 643135  
(01656) 643159

**Email:** [Laura.Griffiths@bridgend.gov.uk](mailto:Laura.Griffiths@bridgend.gov.uk)  
[Rachel.keepins@bridgend.gov.uk](mailto:Rachel.keepins@bridgend.gov.uk)

**Postal address:** Democratic Services  
Bridgend County Borough Council  
Civic Offices  
Angel Street  
Bridgend  
CF31 4WB

**Background documents:** None.