

Any protective marking should be removed from your report prior to being sent to Democratic Services in final version ready for publication, unless it contains information which is not for publication.

THIS CHECKLIST MUST BE COMPLETED PRIOR TO SUBMISSION TO DEMOCRATIC SERVICES

Title of Report:	Please complete below
Has the decision appeared on the forward plan?	
Was the report discussed by the Corporate Management Team? If so, when?	
Has the Chief Executive/ Assistant CX approved the report? If so, when?	
Has the relevant Cabinet Member approved the report? If so, who and when?	
Has the relevant Director approved the report? If so, who and when?	
Has sufficient consultation taken place, and is it clearly set out and evaluated in the report?	
Have the papers within the report been checked to ensure there is no sensitive/ personal information?	
Are the recommendations clear and with reasons? If they are not consistent with the outcome of consultation, are detailed reasons given?	
Can an elected Member (or member of the public) with no previous knowledge of the report see sufficient background information (which can include reference to previous reports) to allow them to understand the issue?	
Are all appendices listed and complete?	
Are all background papers listed and available? (Are links identified?)	
If the report is confidential or exempt, is the reason for the confidentiality or exemption clearly identified?	
Is the report author and contact officer clearly identified?	
Specialist advice <u>MUST</u> be taken and incorporated for the following issues;	
Risk/ Performance Management, Strategic Context	Dave Martin/Debbie Downer
Financial	Kerry Hubbleday
Legal	Justin Thorne
Communications (Media Support/ Plain English Compliance)	media@iow.gov.uk
Impact on Young People and Future Generations	Simon Dear/Stephen Woodford
UNESCO Biosphere and Climate & Environmental impacts (Climate and Environment Strategy and Action Plan) (IW UNESCO Biosphere)	Natasha Dix/Holly Jones
Additional Specialist advice to be taken and incorporated <u>where applicable</u> ;	
Human Resources	Judy Mason
Property Services	Ashley Curzon
Strategic Procurement	Hayley Holden
Tax/VAT implications	Dawn Lang
Other (Please specify)	



Committee Report

Committee	MEETING NAME
Date	MEETING DATE
Title	TITLE OF REPORT
Report of	DIRECTOR/CABINET MEMBER

EXECUTIVE SUMMARY

1. Here, briefly set out the main points from the report, including the recommendation and the reasons for it.
2. Also set out what the outcome of the recommendation will be. This should reflect the strategic nature of the decision and the impact on residents or a particular client group.
3. This section (as with the rest of the report) must be written in language that will be understood by residents. The media team will be pleased to advise in this respect, and the new Plain English Guide can be found [HERE](#).

RECOMMENDATION

4. These set out in full the specific recommendation(s) the Committee are being asked to consider. Ensure the recommendation(s) are reflective of those in the options section, and the recommendations are worded in such a way they can be directly used in the Minutes.

CONFIDENTIAL / EXEMPT ITEMS

5. Explain here whether any parts of the report are confidential or exempt and the reasons why it is in the public interest that the information should not be published. The most commonly used categories for exemptions are: information relating to any individual or likely to reveal the identity of an individual; information relating to the financial or business affairs of any particular person; information relating to consultations or negotiations in connection with labour relations, or information which may be subject to legal professional privilege. For a full list you should consult the Access to Information Rules contained in the Council's [Constitution](#).
6. Protective Marking - If your report is to be treated as confidential or exempt then it will also require a protective marking on it at the top of each page while it is draft

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format. If you are unsure as to what this should be, please refer to the [Protective Marking Policy](#) or contact the Legal team for guidance. Protective Markings should be removed from your report prior to being sent to Democratic Services in the final version ready for publication, unless your report contains information which is not for publication.

If there are no confidential or exempt items, this heading may be removed.

BACKGROUND

7. Here, set out the factual context of the report. This may be a narrative setting out the local or national factual and policy context and may remind Members of previous relevant decisions which have been taken. It is useful to draw links with other decisions which have been or may be taken and the dates those decisions were taken, or are scheduled to take place.

CORPORATE PRIORITIES AND STRATEGIC CONTEXT

8. Within the [Corporate Plan 2021 – 2025](#) there are key areas of activity that will be our main areas of focus for the lifetime of this plan which will need to be central to everything we do as a council. These areas MUST be addressed in committee reports.

Provision of affordable housing for Island Residents

9. Where there are no direct impacts on this activity arising from the decision being made and the recommendations included within the report this heading can be deleted.

Responding to climate change and enhancing the biosphere

Authors should also consider the [Council's Climate and Environment Strategy](#) (to page 32) and Action Plans (council actions from page 85), as well as the impact of the decision on the Island's designation as a [UNESCO Biosphere](#) and the biodiversity, environment, and sustainable growth of the area designated.

The council has set a target to achieve net zero emissions:

- in its business and delivery of services by 2030;
- across the school estate by 2035; and
- as an island by 2040.

10. Greenhouse gas emissions result from energy use in buildings, street lighting, fleet vehicles, business travel, water use, waste disposal, air conditioning, and contractor's services.
11. Authors should consider the emissions and environmental impacts of the decision for the council and the wider island, and if there is an appropriate mitigation to increases in emissions or biodiversity loss.
12. The council is aiming to include all [scope 1 and 3 emissions](#) created directly by itself or indirectly (for example emissions made by our contractors, investments or travel) in our annual carbon footprint from financial year 2021-22 onwards. The

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inclusion of greenhouse gas/carbon reporting should be considered in any decisions, for example, can any third parties provide information around energy use, vehicle mileage, transport of goods, or other data?

Please identify who supplied your advice on the report checklist.

Economic Recovery and Reducing Poverty

13. All reports will be required to consider the contribution that they can make to reducing the numbers of residents, and especially children, who are living in poverty (particularly those living in absolute poverty).

Authors should also consider the impact of the recommendations within the report in terms of:

- the council's regeneration ambitions
- sustainable economic growth
- development of opportunities for investment
- skills development

Impact on Young People and Future Generations

14. The decisions the Council makes now not only affect current residents, but may have long term impacts, both positive and negative, on young people and future generations. These impacts may not immediately be apparent or may not emerge for a number of years or decades. Impacts will be interrelated across the various domains of young people's lives from housing, employment or training, health and the environment.
15. The United Nations Conventions on the Rights of the Child (UNCRC) in 1989, in particular article 12, places a duty for children and young people to have an active voice in decision making on matters that affect them. We value the views of our young people. Incorporating coproduction and consultation with young people into our decision making process is a robust way of ensuring young people's views are taken into consideration. Participation workers experienced in coproduction can support engagement with the Youth Council, our Island children and wider groups of young people to ensure the voice of young people is sought, heard and acted upon on important matters that will affect them.

Please identify who supplied your advice on the report checklist.

Corporate Aims

16. This must refer to a key strategic planning document such as the latest [Corporate Plan 2021 - 2025](#). Explain any impact the recommendation and options will have on one or more of the Alliance aspirations and priorities which are set against a clear vision to work together openly and with our communities to support and sustain our economy, environment and people.

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SERVICE/DECISION SPECIFIC PARAGRAPH

17. Use this paragraph to cover any report content not covered by the other standard headings and rename this paragraph accordingly. **If not required, please delete this paragraph.**

CONSULTATION

18. Only rarely will a report genuinely have had no consultation. If there is no consultation there must be a very short statement as to why this has not been necessary or possible. Consultation is necessary where there is a statutory duty to consult, where it is a significant decision or we have said that we will, or where we have consulted on similar matters in the past and so created an expectation that we will consult.
19. This paragraph should identify any external consultation undertaken with all stakeholders, including ward councillors. It does not relate to internal consultation.
20. Frequently a list of consultees will be sufficient (these may include service users; affected staff; scrutiny panels; other public bodies or private stakeholders). Equally often it will be necessary to summarise the outcome of the consultation. **Where the recommendation does not support the consultation, reasons must be given for not following the outcome of the consultation.**

SCRUTINY COMMITTEE OR PANEL VIEW

21. If the subject of your report has been considered at the Scrutiny Committee or one of the Scrutiny panels, you should state here when it was considered, by which Committee/Panel, what the view of the Committee or Panel was, and whether this has influenced the recommendations which are being made.
22. If the subject of your report has not been considered as set out above, please delete this heading from your report.

FINANCIAL / BUDGET IMPLICATIONS

23. Two pieces of financial information will normally be required for each option. Firstly, the whole life costs and income resulting from the option must be set out, including tax/VAT implications (disregarding any budget provision that may already exist). Secondly, the extent to which a change to the current budget will result and, where additional budget will be needed, the proposed sources of finance. If there are genuinely no financial implications then this should be stated with a brief explanation why.
24. Departmental accountants must be given the opportunity to confirm that the costs identified are accurate and comprehensive.

Please identify who provided financial advice on the report checklist.

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LEGAL IMPLICATIONS

25. Legal implications must be approved by a lawyer. As a minimum, the statutory power or duty to take the decision must be identified. Any implications and procedural requirements must be listed, particularly if any person may be affected under the Human Rights Act, Crime and Disorder Act or equality and diversity legislation (see Equality and Diversity section below for further guidance).
26. There are sometimes genuinely no legal implications but this must be stated and a reason given.

Please identify the lawyer who gave advice on the report checklist.

EQUALITY AND DIVERSITY

27. The council as a public body is required to meet its statutory obligations under the Equality Act 2010 to have due regard to eliminate unlawful discrimination, promote equal opportunities between people from different groups and to foster good relations between people who share a protected characteristic and people who do not share it. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
28. Under the Equality Act 2010 we are required to have due regard to our equality duties when making decisions, reviewing services, undertaking projects, developing and reviewing policies. This must be done at the formative stage of your proposal, not retrospectively as justification for the recommendation.
29. The equality impact assessment looks at how a service promotes equality and diversity to ensure legal compliance and how the services we provide and the decisions that we make meet the needs of our local community. It should also identify methods for mitigating or avoiding any adverse impact (further information is available through the following link):
http://wightnet.iow.gov.uk/equality_diversity/Default.aspx
30. An equality impact assessment (EIA) is more than a 'tick box' exercise and requires the council to view a range of information in relation to the local demographic profile. IW Facts and Figures in relation to local equality and diversity demographical information can be found on the following link:
http://wightnet2000.iow.gov.uk/staff/personnel_services/images/Diversitypages2011-12v2Apr2011.rtf
31. If the report introduces new or revised Policy or Procedure or is a significant decision, an equality impact assessment must be undertaken and the results should be summarised in this section. Usually, the EIA should also be attached.

PROPERTY IMPLICATIONS

32. Property implications must be approved by a surveyor within Strategic Asset Management. The relevance of the proposal to the Strategic Asset Management Plan must be stated. Both capital and revenue issues relating to property must be reflected (as appropriate). Any Landlord & Tenant implications must be identified.

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Any property related Statutory Compliance or Health & Safety matters must be identified.

33. There are occasions when there are no property implications, but this must be clearly stated and a reason given.

Please identify the surveyor who gave advice on the report checklist.

SECTION 17 CRIME AND DISORDER ACT 1998

34. Section 17 of the Crime and Disorder Act 1998 (as amended by Police and Justice Act 2006) provides that: ‘...it shall be the duty of each authority ... to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all it reasonably can to prevent, crime, disorder, antisocial behaviour adversely affecting the environment, and substance misuse in its area’.
35. Section 17 applies to all duties, activities and decision making. Ignorance or failure to respond to the requirements of section 17 leaves the Council open to legal challenge.
36. This section of the report should explain how crime and disorder issues have been discussed and considered. Reasons for the decision must be stated i.e. ‘S17 implications were discussed and considered... (by whom and when) AND the implications are..... they will be addressed by (here explain how)’ OR ‘There are no implications because...’ (it is not sufficient to simply write ‘S17 does not apply’). **If the decision does not relate to Section 17 in any way, this heading may be removed.**

OPTIONS

37. It is essential that decision makers make informed choices. This section must clearly set out in sufficient detail all feasible alternatives.

RISK MANAGEMENT

38. This section must identify (and if possible quantify) risks and demonstrate how risk will be monitored and minimised.
39. It must be clearly set out why one or more options are being recommended and others are not and it should be based upon a risk assessment undertaken to assess the risk of either taking the opportunity or managing the risk. Advice should, if necessary, be sought from the Business Improvement Manager. In almost every case, the assessment will be how well the option contributes to the objective, how cost effective and affordable the option is and what risks are associated with the option. It may be relevant to refer to the Council’s strategic risks or the department’s risk register.
40. Risk management is an essential component of evaluation and recommendation. Risks can be:

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- (a) The chance of something happening (internally or externally) which prevents the intended objective being achieved.
- (b) The risk that the objective being sought may be counterproductive to another objective or policy.
- (c) The risk that the objective being pursued, or the method being proposed to achieve it, involves the Council in unlawfully infringing the rights of others or acting outside of its own powers, budget or insurance cover.
- (d) Being risk aware (taking an opportunity) rather than being risk averse and therefore understanding the risks involved with taking the decision.

Please indicate who provided risk management advice on the report checklist.

- 41. Where risks have been identified, state what can and will be done to mitigate the impact.
- 42. It will be helpful to identify strategies and contingency plans to deal with the unintended consequence(s) if and when it arises. These strategies and contingency plans should form part of your Business Continuity Plan, particularly if the consequences(s) could result in loss of service to any extent.
- 43. This section should be proportionate to the decision. For example, reports dealing with complex major decisions may require a project risk register. Other reports may only require a few clear sentences establishing where risk may occur if a particular decision is taken.

EVALUATION

- 44. This must set out clearly why one or more options are being recommended and others are not. In almost every case, the assessment will be how well the option contributes to the objective, how cost effective and affordable the option is and what risks are associated with the option.

APPENDICES ATTACHED

- 45. Please ensure that any appendices are listed here in number order. **If there are no appendices, please remove this section.**

BACKGROUND PAPERS

- 46. This must include all documents that disclose any facts or matters on which the report or an important part of the report is based and have been relied on to a material extent in preparing the report. These may have been referred to under the BACKGROUND section earlier in the report. If background papers are referred to here, please ensure that the links to them are readily available as they must be sent to Democratic Services with the final version of the report prior to publication.

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47. It is not necessary to include any works published elsewhere (including legislation, other Committee reports and Minutes), but this may be extremely helpful to anyone reading the report and their inclusion is welcomed.

Contact Point: [type report author] , [type job title] , ☎ 821000 e-mail [type email name]@*iow.gov.uk*

DIRECTOR'S NAME
Director's Title

(CLLR)
Councillors Title

The checklist at the beginning of this template MUST be completed before the report is sent to Democratic Services.

Final Draft - Pre Call Over