Report to Community Council Template

The template below may be useful for Community Council Members to use when reporting back on sub group activities.

|  |
| --- |
| **Heart of Community copyREPORT TO [insert name of] COMMUNITY COUNCIL**  **From the [insert name] sub group** |
| 1. **Purpose of Report** |
| *Why the report has been prepared.* |
| 1. **Background** |
| *Past history of the subject matter, previous decisions taken by Community Council if applicable.* |
| 1. **Proposals** |
| *What you are proposing or recommending.* |
| 1. **Discussion** |
| *Discuss the issues surrounding the report, how and why you have come to the conclusions reached and what has led you to a particular conclusion or recommendation.* |
| 1. **Consultations** |
| *Which organisation, agencies, groups or individuals you have spoken to about your proposals and whether or not they are supportive or offered any advice.* |
| 1. **Financial Implications** |
| *Describe any financial implications of the report.* |
| 1. **Conclusion & Recommendations** |
| *List each of your recommendations in turn, highlighting specific matters requiring decision by the Community Council.* |
| **Produced By** |
| *[insert name] Community Councillor* |
| **Date** |
| *[insert date]* |

There are different ways for updates to be fed back at meetings. It is important that each Community Council find a way that works best for them in terms of reporting back e.g. verbal accounts.