Report to Community Council template

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMMUNITY COUNCIL**

From the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_sub group

**REPORT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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. **Financial and any Other Implications**

Describe any financial and any other implications of the report.

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. **Conclusion & Recommendations**

List each of your recommendations in turn, highlighting specific matters requiring decision by the Community Council.

Submitted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community Council member

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..