

Title of Report:	*	Item *
Report to be considered by:	*	
Forward Plan Ref:	EX*	

Corporate Plan Priority:

Purpose of Report: *

Recommendations: *

Reason for decision to be taken: *

List of other options considered: *

Key background documentation: ● *

Portfolio Member:	Councillor *
Tel. No.:	*
E-mail Address:	*

Contact Officer Details	
Name:	*
Job Title:	*
Tel. No.:	01635 519*
E-mail Address:	*@westberks.gov.uk

Supporting Information

1. Executive Summary

Executive summary to contain the background to the report and should be no longer than 1 page long.

Implications

Policy: *

Financial: If there are any financial implications contained within this report this section **must** be completed by a West Berkshire Council Accountant. Please note that the report cannot be accepted by Policy and Performance unless this action has been undertaken (*please delete this text from final report*).

Personnel: *

Legal: *

Property: *

Risk Management: *

Appendices

Appendix to contain the main report via a link to the Members portal or Web Site. A hard copy to be left in the Members room and sent to the Executive/Shadow Executive.

Consultation

Local Stakeholders: *

Officers Consulted: *

Trade Union: *