

## WRITING A REPORT for CHILDREN'S SERVICES REVIEW PANEL OR CABINET



Children's Services Review Panel meets every second month.

Cabinet meets every month.

The programme of meetings is published on the Internet at [www.norfolk.gov.uk](http://www.norfolk.gov.uk) and displayed on the notice board in room 19 at County Hall

Before you write the report consider:

- Do you need to write a report at all?
- Is it for information only?
- Does it need a committee decision?
- Have you a clear idea of why you are writing the report?

Authors of reports are asked to advise Janet Evans in Central Administration of the intended title of the report, a few lines on the content of the report and the date on which it is to be submitted to either Children's Services Review Panel or Cabinet.

A list of the titles and deadline dates are then displayed on a draft agenda on the notice board in Room 19, Central Administration.

All authors are e-mailed 4 weeks before the scheduled meeting, detailing times and dates that the draft report, and the final report and green form (Local Government Access to Information Act 1985), are required in order to meet pre-meeting deadlines and statutory requirements.

It is very important that these scheduled dates are met in order that the leaders have sight of the report at their pre-meeting even if the report is incomplete.

If Central Administration is unaware of the report then no dates or deadlines can be sent to that author.

The green form (obtainable from room 19 or sample Appendix C) should be completed in full by the originator. This will detail any background papers

relating to the report, and the officers it will be sent to for clearance. It will also contain the name(s) of any local member(s) who have been sent a copy of the report,

A report will not be sent to Cabinet or the Review Panel unless the form has been satisfactorily completed and all necessary consultations carried out – the responsibility for this rests with the originator.

Cabinet papers will only be accepted if they include the two additional paragraphs immediately prior to the recommendation:

- 1) **Alternative Options**
- 2) **Conclusion**
- 3) Recommendation

## **SCHEDULE**

- 1) Advise Janet of the title of the report and summary of its contents as soon as possible
- 2) As soon as the report is written a hard copy should be sent to Central Administration where it will be logged. You should e-mail a copy to Keir Hounscome, Head of Law for clearance. Reports with resource implications must be agreed with the appropriate Corporate Officers, (Chief Executive, Director of Finance, Head of Human Resources) also to Paul Fisher and Fred Corbett for information and comment.
- 3) The report is then submitted to the leaders at their pre-meeting. The pre-meeting is two weeks before the main meeting and reports have to be posted to the leaders 4 days before the pre-meeting. This is a crucial deadline and it is important that it is met.
- 4) After the pre-meeting the report should be amended if necessary by the author, it can then be sent to other interested parties for information, e.g. Local Member(s).
- 5) As soon as possible after the pre-meeting the final report and green form should be sent to Janet in Central Administration for submission to Director of Children's Services for signature.
- 6) An electronic version of the final report should be e-mailed to Janet for publication on the Internet.
- 7) The final report is then sent to Democratic Services for copying and despatch to members. Members have to receive the report within the legal requirement of 5 clear working days before the meeting.

If a 'joint report' is written the same procedure must be followed.

Where possible all reports should be submitted to Review Panel for information and comment before going to Cabinet

A copy of the report format for Children's Services Review Panel Appendix B, and Cabinet Appendix A, is attached. It is important that the format is adhered to and includes the correct heading, a reference at the bottom of each page; Section 17 Crime & Disorder Act 1998 and INTRAN information on the last page. (The INTRAN information can be copied from the Appendix)

Title  
Report by Director of Children's Services

**Summary: explain the whole report in one or two paragraphs**

1. ....

1.1 ....

- The typeface should be Arial
- Point size 12 with 1" (25mm) margin all round
- The footer should appear on the bottom of each page of the report.
- Less than 2 sides of A4 if possible
- Bullet points
- Plain English – no jargon or abbreviations which are not explained
- Draft reports to be clearly marked DRAFT
- A completed green form must accompany the report to Janet for Director of Children's Services signature
- An electronic version of the master should be e-mailed to Janet Evans
- All reports to be sent to Head of Law for comment

Section 17 Crime & Disorder Act 1998

Reference must be made to the above, if there are no implications then the following should be used:

The Act requires local authorities to consider crime and disorder reduction in the exercise of all their duties and activities. The direct implications have been considered and the impact on crime and disorder is not judged to be significant in this instance.

Officer Contact: (Name & Telephone Number)

Background Papers (list)

Alternative Options

This should set out any alternative options the Cabinet might wish to consider. It will also be necessary to state that there are no alternative options if the report writer considers this to be the case.


### Conclusion

Most reports currently include a conclusion paragraph setting out the reasons leading to the recommendations that follow. The inclusion of such a paragraph will now become a compulsory element of each report

### Recommendation

- That Members APPROVE .....

(To be added at the end of the report)

	<p>If you need this report in large print, audio, Braille, alternative format or in a different language please contact Tel: 01603 222377 or minicom: 08448008011 and we will do our best to help</p>
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Originated by:	Name
Created	Date
Version	number

Originator's Reference

Title  
Report by Director of Children's Services

**Summary: explain the report in one or two paragraphs**

2. ....

1.1 ....

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#### Section 17 Crime & Disorder Act 1998

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Officer Contact:  
(Name & Telephone No)

Background Papers  
(List)

Action Required

- The Review Panel CONSIDER/DISCUSS.....

(To be added at the end of the report)



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Originated by: Name  
Created  
Date  
Version No.

Originator's Reference

### Appendix 3 (copy of Green Form)

#### LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT, 1985 Report Cleared for Committee Consideration

1. Committee/Panel: .....Date: .....
2. Title of Report: .....
3. Originating Chief Officer(s): .....
4. Is it considered that this report contains "exempt information" and should be considered in private?  
YES/NO

If the answer is "YES" please state the nature of the exempt information  
AND THE RELEVANT PARAGRAPH(S) IN PART I OF SCHEDULE 1

.....

5. List of background documents herewith (please tick box to confirm and list in space provided overleaf):
6. Name of Originator of Report: ..... (Ext) .....
7. Name of Electoral Division (where appropriate): .....
8. Name of Local Member(s) (where appropriate): .....
9. The attached report has been cleared with the undermentioned officers:

	Initial & Date	Initial & Date	
Chief Executive	.....	Director of Education	.....
Dir. of Corp. Resources	.....	Dir. of Plan. & Transp.	.....
Head of Dem. Services	.....	Dir. of Soc. Services	.....
Head of Law	.....	Dir. of Cult. Services	.....
Head of Personnel	.....	COG (as a Group)	.....
Director of Finance	.....		
Director of Property	.....	Others	.....

10. Submitted to Chairman by Originator on:

.....

#### NOTES

- (a) Insert N/A where no consultation considered necessary.
- (b) Reports with resource implications MUST be agreed with the appropriate Corporate Officers (i.e. Finance, Property, Personnel).

(c) A REPORT WILL NOT BE SENT TO COMMITTEE UNLESS THE FORM HAS BEEN SATISFACTORILY COMPLETED AND ALL NECESSARY CONSULTATIONS CARRIED OUT -  
THE RESPONSIBILITY FOR THIS RESTS WITH THE ORIGINATOR.



[illegible]

(b) have, in his opinion, been relied on to a material extent in preparing the report”

Updated November 05