



Name of meeting:

Date:

Title of report:

Purpose of report:

<p>Key Decision - Is it likely to result in spending or saving £500k or more, or to have a significant effect on two or more electoral wards? Decisions having a particularly significant effect on a single ward may also be treated as if they were key decisions.</p>	<p>Yes/ no or Not Applicable If yes give the reason why</p>
<p>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u></p>	<p>Key Decision – Yes/No Private Report/Private Appendix – Yes/No</p>
<p>The Decision - Is it eligible for call in by Scrutiny?</p>	<p>Yes/No or Not Applicable <i>(if No or Not applicable – please explain why)</i></p>
<p>Date signed off by <u>Strategic Director</u> & name</p> <p>Is it also signed off by the Service Director for Finance?</p> <p>Is it also signed off by the Service Director for Legal Governance and Commissioning?</p>	<p>Give name and date for Cabinet / Scrutiny reports</p> <p>Give name and date for Cabinet reports</p> <p>Give name and date for Cabinet reports</p>
<p>Cabinet member portfolio</p>	<p>Give name of Portfolio Holder/s</p>

Electoral wards affected:

Ward councillors consulted:

Public or private:

Has GDPR been considered?

1. Summary

XXX

2. Information required to take a decision

XXX

3. Implications for the Council

3.1 Working with People

XXX

3.2 Working with Partners

XXX

3.3 Place Based Working

XXX

3.4 Climate Change and Air Quality

XXX

3.5 Improving outcomes for children

XXX

3.6 Financial Implications for the people living or working in Kirklees

XXX

3.7 Other (eg Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions

As well as considering other implications, you should add in here a paragraph making appropriate reference to the IIA.

4. Consultation

XXX

5. Engagement

XXX

6. Next steps and timelines

XXX

7. Officer recommendations and reasons

XXX

8. Cabinet Portfolio Holder's recommendations

XXX

9. Contact officer

Name and job title of report author, contact details (telephone and e-mail)

10. Background Papers and History of Decisions

XXX

11. Service Director responsible

Name and job title