

1.6

Report Writing

Each Community Council will operate differently, what generally works well is the Community Council identifying key areas relevant to their community.

Form an appropriate structure and identify the best Community Councillor to be part of this e.g. if they have a particular interest, experience or skill. For example Planning, Youth, Environmental, Education, Health, Transport and Roads and Housing.

Whatever format you as a Community Council decide it is important to remember the following key elements:

- Accurate information;
- Concise information;
- Identify key points;
- Outcomes and recommendations for future action.

Structuring your report

A report template is provided in section 3 for your use.

Title

The title of the report will most often be self-evident and represent the item in five or six words. If the report is confidential and relates to a personal matters this should be noted at the outset, noting why it is confidential and clearly marked.

Purpose of the report

This section should spell out in one or two clear sentences the reason or purpose the report is being brought to a meeting of the community council.

Background

Briefly outline the past history of the subject matter. This section should also be used to refer to previous consideration by the Community Council of the matter in hand, including dates of past meetings. You may want to give references to other materials, documents or plans in this section which inform the report.

Proposals

Outline exactly what is being proposed. Where there are a number of options for the Community Council to consider, these should be spelt out in this section. If there has been a review undertaken of information then an indication of the background to the review, the findings/conclusions and the outcome/options should be given.

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.

Report Implications

Here is where you set out the implications of what is proposed or recommended:

Legal implications?

- Set out the appropriate national or local policies or plans against which the item is to be considered. i.e. local development plan
- Detail any statutory or other legal obligations, if known

Financial implications?

- Are there any costs involved with what is recommended?
- This section should also be used to include, if appropriate, a reference to whether the project is eligible for external funding

Risk implications?

- Identify any risks to the Community Council or the community as a whole

Resource implications?

- Indicate whether there are any implications in terms of time and input from community council members.

Property Implications?

- Include implications which affect people's property or existing community owned / based properties/land.

Consultations

This section must indicate any consultations /community engagement which has taken place, identifying whom has been consulted but also give a brief note on the views expressed by the consultees i.e. whether or not they agree with the proposals and/or recommendations.

Conclusion and Recommendations

This section should contain a brief summary of what is being presented and what the community council is being asked / recommended to do about it.

Reports should also note the author(s) and date.