**DATE OF DECISION: [Insert Date]**

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| **Officer** | **Post Designation** |
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| **SUBJECT:** |
| **Purpose:** |
| **DECISION MADE:****Signed:****Chief Executive / Director of:** |
| **Reason(s) for decision:** |

**IMPLICATIONS**

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| Policy, Crime & Disorder and Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets  |
| **YES / NONE**(Delete as applicable) | **YES / NONE**(Delete as applicable) | **YES / NONE**(Delete as applicable) | **YES / NONE**(Delete as applicable) | **YES / NONE**(Delete as applicable) | **YES / NONE**(Delete as applicable) | **YES / NONE**(Delete as applicable) |
| 1. Policy, Crime & Disorder and Equalities(If there are no implications delete this implications box)* Report authors should satisfy themselves that the recommendations are in line with published policy and strategic direction of the authority, in particular the Corporate Strategy and Well-being Objectives
* Report authors should highlight where the proposals support statutory requirements in relation to the Welsh Language and Equalities including the results of an equalities impact assessment where appropriate.
* Reports should ensure that, where appropriate, Section 17 of the Crime & Disorder Act has been fully considered, i.e. that we have done all we reasonably can to reduce crime and disorder locally;
* If recommendations are a departure from existing policy/direction the implications must be clearly stated;

For further advice please contact Gwyneth Ayers, Corporate Policy and Partnership Manager on ext: 4659 / GAyers@carmarthenshire.gov.uk  |

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| 2. Legal (If there are no implications delete this implications box)* Report writers need to be satisfied that they have the statutory authority to carry out their recommendations.
* It is necessary to consider whether any statutory consent is required before action can be taken, or whether there is a statutory process to be followed (e.g. the issuing of a public notice, invitation of objections, public inquiry).
* Please indicate if there is any potential challenge to the proposal.
* Also consider constitutional issues e.g. whether the decision sought can properly be made by the forum receiving the report (e.g. EB or EBM) or whether it requires Council approval.

If there is any doubt regarding the above please contact Linda Rees Jones, Head of Administration and Law on ext. 4012, or the solicitor who normally supports your service.EXEMPT INFORMATION & THE PUBLIC INTEREST TESTIf it is considered that a report contains exempt information as described under paragraphs 12 - 18 of Schedule 12A to the Act you will need to seek early advice from Linda Rees Jones , Head of Administration and Law (01267 224012) or Robert Edgecombe, Legal Services Manager  (01267 224018), in order for the public interest test to be considered, before making exemption of the report to the public. Linda or Robert will provide the wording for inclusion within the Legal Implications Box.  Report Authors SHOULD NOT write their own wording or copy wording from a previous report.  |
| 3. Finance  (If there are no implications delete this implications box)* Report Authors should identify all financial implications of the recommended actions, including:
* Any additional expenditure that is likely to be incurred as a consequence of the recommended actions, (highlighting both part year and full year effect, if applicable).
* Any additional income flows that are likely to be received as a consequence of the recommended actions.
* Report Authors should satisfy themselves and state that they have a budget or funding available for their proposed recommendations.
* If additional funding is to be provided, the source of this funding should be identified.
* If the funding available is only short term and there are likely to be costs accruing in the future or any other liability the Authority will need to consider, this should be identified.
* Report Authors should also consider whether the recommendations have any budgetary/financial impact on any other Service within the Authority.
* If the recommendations are linked with the Capital programme the Report Author should identify any revenue implications of the proposals.

For further advice please contact Randal Hemingway, Head of Financial Services on ext. 4886 or your respective Group Accountant.  |
| 4. ICT (If there are no implications delete this implications box) * Does the report have ICT resource implications for implementation &/or maintenance.
* Does the report complement or contradict existing ICT systems.
* Does the report comply ITSG/IEG criteria & the ICT Strategy?

Please contact your departmental IT Consultant for guidance if you are unsure whether the report has ICT implications. |
| 5. Risk Management Issues(If there are no implications delete this implications box) * Report Authors should ensure that they identify the risks associated with undertaking the proposed action and also the risks associated with failing to undertake the proposed action. The types of risks to be considered for inclusion are contained in Section 2.2 of the Authority's Risk Management Strategy 2004-07 (see Intranet).

Each Department has a nominated Risk Champion who will be happy to advise on the contents of the Box. In addition, the Risk Management Unit (Resources Department) can be consulted. |
| 6. Physical Assets (If there are no implications delete this implications box) * Report authors need to highlight the property implications of the recommended actions, in particular whether
* There will be a change in the need for, or adaptations required to property resources e.g. office space.
* The recommendations would impact on the value of the Council’s property or on present policies governing the management, disposal or acquisition of property, including the Asset Management Plan.
* If there is an impact, the effect and valuations (if appropriate) need to be clearly set out to ensure that these can be properly taken into account by members considering the recommendations

**For further information / advice please contact Jonathan Fearn, Head of Property on ext 6244.** |
| 7. Staffing Implications(If there are no implications delete this implications box)* Report authors should ensure that recommendations in relation to staffing matters comply with statutory employment legislation and the Authority’s employment policies in particular to those areas affected by equality issues.
* Recommendations in relation to grading matters must be confirmed by the Grading and Structures Manager.
* Report authors must ensure that where applicable, staffing implications are consulted via the Employer Relations Group.

**If there is any doubt regarding the above please contact Alison Wood, People Services Manager, on ext. 6152 or the Principal HR Officer who normally supports your service.** |

**CONSULTATIONS**

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| I confirm that the appropriate consultations have taken in place and the outcomes are as detailed belowSigned: Head of  |
| (Please specify the outcomes of consultations undertaken where they arise against the following headings)1. Scrutiny Committee……………Scrutiny Committee was consulted on (Date)Recommendations:XXXXXXXXXXXXXXXXXXXXXXXXXXX 2.Local Member(s) Name(s) of local member(s) and individual comments to be included, if appropriate3.Community / Town Council Name(s) of Town/Community Councils(s) and individual comments to be included, if appropriate4.Relevant Partners Name(s) and individual comments to be included, if appropriate5.Staff Side Representatives and other Organisations Name(s) and individual comments to be included, if appropriate |
| EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE/CONSULTED YES/NO \* Delete as appropriate | Include any observations here |

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| **Section 100D Local Government Act, 1972 – Access to Information****List of Background Papers used in the preparation of this report:****THESE ARE DETAILED BELOW OR THERE ARE NONE** (Delete as applicable) |
| **Title of Document** | **File Ref No.** | **Locations that the papers are available for public inspection**  |
| **To be completed** | **To be completed** | **To be completed** (Delete as applicable) |
| **To be completed** | **To be completed** | **To be completed** (Delete as applicable)  |
| **To be completed** | **To be completed** | **To be completed** (Delete as applicable) |

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| **EXECUTIVE SUMMARY:****SUBJECT:**1. **BRIEF SUMMARY OF PURPOSE OF REPORT.**
2. **OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS**

**(Should normally be contained within one page)** |
| Detailed explanatory report also attached: | **YES / NO** |