

AGENDA ITEM

OVERVIEW AND SCRUTINY BOARD

12 FEBRUARY 2008

DIVERSITY AND EQUALITY POLICY REVIEW

DIRECTOR OF HR: LINDA MAUGHAN

PURPOSE OF THE REPORT

1 .

BACKGROUND

2 .

History

3

Ward Implications

4 .

5 .

PROPOSALS

6

Reasons

7

Outcomes

8

9 Options

FINANCIAL CONSIDERATIONS

10

SUMMARY

11

RECOMMENDATIONS

- 12 List all the recommendations that the meeting is being asked to agree. Avoid reports 'For information only', and recommendations "That Members note" unless required by legislation, guidance, etc

BACKGROUND PAPERS

- 13 Any Background Papers referred to in the report should be listed. These include documents which disclose facts or matters relating to the subject of the report, or are an important part of the report, and have been relied on to a material extent in preparing the report.
- 14 Where background papers are listed, then they become part of the report and as such are public documents. Background Papers must include previous Council or Committee Reports, research papers, Government Guidance, etc, but should NOT include published works such as encyclopaedias, reference books, etc.

AUTHOR

Include name and telephone number

Further Guidance Notes

Numbering

Do not number headings/ sub-headings, number the paragraphs. Use simple numbering (1,2,3,4 etc). Avoid complex numbering such as 1.1, 1.2, 1.3 or 1 (a) (i), 1 (a) (ii) etc

Fonts

Standard font size 12pt. Ariel is the corporate standard. Use **BOLD UPPER CASE** for the main sections (Purpose of the Report, Background, Summary etc), and Underlined lower case for any subheadings (History, Ward Implications, Reasons, etc).

Order of the Report

The Report should follow the order shown above, that is:

Purpose of the Report	[Must be included]
Background	[Must be included. Use sub-headings if necessary – see above]
Proposals	[Must be included. Use sub-headings if necessary – see above]
Summary	[Use if necessary to summarise long or complex reports]
Recommendations	[Must be included]
Background Papers	[Must be included if background papers are referred to in the report. See above section for details].
Author / Contact number	[Must be included]