

# **(COMMITTEE NAME) REVIEW COMMITTEE**

## **AGENDA**

**Meeting to be held (VENUE) on (day), (date) (Month) (Year) at (time) (am/pm)**

ITEM	PAGE
1. <b>Apologies for Absence</b>	
2. <b>Minutes of the Meeting of the Committee held on (day, month, year)</b>  (Copy attached).	1
3. <b>Declarations of Interest (including Whipping Declarations)</b>	
4. <b>(Name of Report)</b> <b>(work programme category) item</b> Report of the (Author) (copy attached).	
5. <b>(Name of Report)</b> <b>(work programme category) item</b> Report of the (Author) (copy attached).	

R.C. RAYNER,  
City Solicitor.

Civic Centre,  
SUNDERLAND.

Day Month Year

**NAME OF REVIEW COMMITTEE**

**Date Month Year**

**TITLE OF REPORT**

**REPORT OF THE (Title of CHIEF OFFICER(S))  
(Lead Author's title first)**

**STRATEGIC PRIORITY/PRIORITIES  
CORPORATE IMPROVEMENT PRIORITY/PRIORITIES**

**1. Why has this report come to the Committee?**

Brief summary of the content and aim of the report, identifying link to work programme.

How will Members' views make a difference

Identify links to the Council's Strategic Priorities and Corporate Improvement Objectives

**2. Background**

- 2.1 Introductory information, setting out the background Members require in order to understand the issues to be considered.

**3. Current position**

(the title of this section may be adapted to reflect the subject matter of the report, and the section sub-divided or further numbered sections inserted with appropriate headings to set out detailed or lengthy information more clearly)

- 3.1 Members expect the information that is relevant to the issues presented for review and scrutiny to be covered in full in the written report. This allows Members to understand the issues in detail and to prepare focussed, well-informed questions to be asked at the meeting.
- 3.2 The current position should be detailed, and appropriate information on relevant considerations from the checklist addressed in this section:
- 3.3 Officers should not expect to repeat the detail of the information when they present the report to the Committee, but should give Members a brief focussed verbal introduction to the report before Members proceed to ask questions.

**4. Conclusion**

- 4.1 A summary of the main points made in the report

## **5 Recommendation**

- 5.1 Description of the action Members are recommended to take on the report

## **6. Background Papers**

- 6.1 Itemised list of background papers used in preparation of the report (unless they are to be attached to the report)
- 6.2 Details of how to access these for inspection (this will usually be by contacting the lead officer to request access)

## **7. Glossary**

If acronyms are used, the name should be provided in full when first mentioned and indexed here for Members' reference

---

**Contact Officer:** Name, job title : telephone number  
e-mail address of lead officer who can be contacted for  
further information on the report

**NAME OF REVIEW COMMITTEE**

**Date Month Year**

**TITLE OF PRESENTATION**

**REPORT OF THE (Title of CHIEF OFFICER(S))  
(Lead Author's title first)**

**STRATEGIC PRIORITIES:  
CORPORATE IMPROVEMENT OBJECTIVES:**

**1. Why has this presentation come to the Committee?**

- 1.1 Brief summary of the content and aim of the presentation, identifying link to work programme. How will Members' views make a difference.
- 1.2 Presenter's name, Title, Organisation will attend the Committee to present this Item and answer questions from Members.
- 1.3 Identify and explain how the presentation links to the Council's Strategic Priorities and Corporate Improvement Objectives.

**2. Presentation**

- 2.1 Outline of subject matter/purpose and content of presentation.
- 2.2 Where the subject matter requires – e.g. where detailed or technical information is to be presented, the report should be accompanied by an Appendix containing that information, together with a Glossary.

**3. Recommendation**

- 3.1 Description of the action Members are recommended to take on the presentation.

**4. Background Papers**

- 4.1 Itemised list of background papers used in preparation of the presentation.
- 4.2 Details of how to access these for inspection (this will usually be by contacting the lead officer to request access).

**5. Glossary**

If acronyms are used, the name should be provided in full when first mentioned, both in this covering report and during the presentation, and indexed here for Members' reference.

---

**Contact Officer:** Name, job title : telephone number  
e-mail address of lead officer who can be contacted for  
further information on the report.