

SUMMARY REPORT

(NOT TO EXCEED TWO A4 SIDES)

WIRRAL COUNCIL

(NAME OF MEETING)

(DATE OF MEETING)

(Note: Please delete all prompts (in red italics) from the final report)

SUBJECT:	<i>(TITLE OF REPORT)</i>
REPORT OF:	<i>(RELEVANT DIRECTOR)</i>
CABINET MEMBER:	<i>(RESPONSIBLE PORTFOLIO HOLDER)</i> <i>Delete this entire row if the report is not for Cabinet</i>

<p>Report Summary: <i>(Summarise purpose of report and the salient facts and issues)</i></p> <p><i>(Include hyperlink to full report - include full link i.e. "http://www. ...")</i></p>	
<p>Key Risks <i>(Detail risks being addressed)</i></p>	
<p>Key Documents: <i>(List documents i.e. Risk Assessment/Registers, EIAs, Council Strategies/ Policies etc and include hyperlinks to each one – you must include full link i.e. "http://www. ...")</i></p>	
<p>Summary of Appendices (if appropriate): <i>(Include full link to all Appendices i.e. "http://www. ...")</i></p>	

<p>Recommendations:</p>	
<p>Update on Previous Actions: <i>(Detail all outstanding actions previously approved by this Committee that have not been implemented (including any partially implemented). Provide an explanation/reasons for why the actions have not been implemented (or why only partially)).</i></p>	

REPORT AUTHOR:

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