

BRIEFING NOTE*(NOT TO EXCEED ONE A4 SIDE)**(Note: Please delete all prompts (in red italics) from the final briefing note)*

SUBJECT:	<i>(TITLE OF BRIEFING NOTE)</i>
RELEVANT DIRECTOR:	
DATE PREPARED:	

Purpose:*(Summarise purpose of briefing note i.e for noting, to provide timely update on progress of a matter, a committee has requested an update for information etc).**(Purpose must not be to seek a decision on an issue).**(If an exemption applies, detail relevant exemption relied upon).***Summary:***(Provide update on subject matter, detailing the salient facts, issues and risks)***Future Reporting***(Detail planned future reporting intentions in relation to the subject matter i.e further briefing note, report to Cabinet/committee – and anticipated timescale)***Key Documents:***(List following documents - previous Briefing Notes, last Report to Cabinet/Committee, Risk Assessment/Registers and EIAs**(Include hyperlinks to each one – you must include full link i.e. “http://www. ...”)***BRIEFING NOTE AUTHOR:***(Name)*

Telephone: (0151)

*(Designation)*Email: xxxxx@wirral.gov.uk