 <p>Northwards Housing North Manchester's Council Homes</p>		Report to: Northwards Housing Board 28 th April 2020		Item No: <h1>6e</h1>	
Title:		Board/Sub-Committee Reports Cover Sheet			
Date:		9 th March 2020			
Author:		Yvette Newton		Tel No:	720 5877
E mail:		yvette.newton@northwardshousing.co.uk			
Confidential:		NO			
For: (Please tick action required)		NOTING		DISCUSSION	
				APPROVAL ✓	
PURPOSE OF REPORT					
To present a revised draft of the board and sub-committee report cover sheets for approval.					
RECOMMENDATION					
It is recommended that Board members approve the amended board and sub-committee report cover sheets.					
IMPLICATIONS					
Risk Management		Good governance requires that Board meetings are planned and run efficiently and effectively. The template is designed to assist the Board and Sub-Committees			
Regulatory & legal compliance		None			

Consultation/Consideration:


	Yes, No or N/A:	Name:	Date:
Sub-Committee:	No		
Task Groups:	N/A		
Ward Councillors:	N/A		

Board and Sub-Committee Report Cover Sheets were last reviewed and amended in 2016.

It is felt that the cover sheets used on Northwards reports are still fit for purpose but would benefit from an additional section on Financial and Value for Money implications being added.

Please find attached to this report the proforma cover sheet for both Board and Sub-Committee. The red text is guidance for staff who are producing reports.


It is recommended that Board members approve the amended board and sub-committee report cover sheet.

 <p>Northwards Housing North Manchester's Council Homes</p>		Report to: Northwards Housing Board <i>date of the actual meeting</i>		Item No:	
Title:		<i>this should be consistent with the agenda title</i>			
Date:		<i>date this report was written</i>			
Author:			Tel No:		
E mail:		@northwardshousing.co.uk			
Confidential:		No	<i>This should say 'YES' or 'No.' Default is No</i>		
For: (Please tick action required)		NOTING <i>Only tick one of these boxes</i>	DISCUSSION	APPROVAL	
PURPOSE OF REPORT					
<i>Usually an expansion of the title with a few lines or a short paragraph outlining the key issues.</i>					
RECOMMENDATION					
<i>This should be clear and concise. Use numbering if there are more than several recommendations. Text here should be consistent with any recommendations contained within the body of the main report.</i>					
IMPLICATIONS					
RISK MANAGEMENT		<i>Does the report relate to an existing risk on the register or does it expose the business to new risks, even if these are opportunity risks? Make explicit reference to the actual position by referring, for example, to specific risks on the register and how these are being managed or what the impact is likely to be on how risk is currently managed. If it is an entirely new risk, there needs to be brief commentary on the controls being proposed to mitigate the impact.</i>			
REGULATORY & LEGAL COMPLIANCE		<i>Does the report relate to any regulatory or legal compliance issues? If so, it should be mentioned here, although it will not be necessary to reference specific regulatory guidance or legislation unless this is considered to be beneficial in adding clarity. The key regulatory areas to consider are health and safety, financial regulation, compliance with the management agreement, HCA standards and equalities legislation. In addition, there may be compliance issues related to internal and external audit recommendations.</i>			
FINANCIAL AND VALUE FOR MONEY IMPLICATIONS		<i>Does the subject of the report have any positive or negative financial gains including if there are efficiency gains? If additional resources are required what impact will this have on budgets, efficiency and effectiveness.</i>			

Consultation/Consideration:

The first column should always be completed, and the date is the date of the actual consultation/consideration.

	Yes, No or N/A:	Name:	Date:
Sub-Committee:			
Task Groups:			
Ward Councillors:			

		Report to: ? Sub-Committee <i>Date of the actual meeting</i>		Item No:	
Title:		<i>this should be consistent with the agenda title</i>			
Date:		<i>date the report was written</i>			
Author:				Tel No:	
E mail:		@northwardshousing.co.uk			
Confidential:		No		<i>This should say 'YES' or 'No' Default is No</i>	
For: (Please tick action required)		NOTING <i>Only tick one of these boxes</i>		DISCUSSION	
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FINANCIAL AND VALUE FOR MONEY IMPLICATIONS		<i>Does the subject of the report have any positive or negative financial gains including if there are efficiency gains? If additional resources are required what impact will this have on budgets, efficiency and effectiveness.</i>			

Consultation/Consideration:

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	Yes, No or N/A:	Name:	Date:
Board:			
Task Groups:			
Ward Councillors:			