



BELPER TOWN COUNCIL

POLICY ON MEETING PAPERS

Guidance notes for producing papers for Full Council and Committees

This guidance is designed to ensure that Full Council and Committees receive an appropriate level of information and detail in an easy to follow format to enable Councillors and Committee members to make informed decisions.

Agenda Items

1. Every agenda item will require a meeting paper for discussion this will be in the format laid out below in Appendix 1.
2. Agenda items will need to be filed with the Town Clerk at least 7 clear days before the Full Council or Committee Meeting in order to be included on the agenda. Clear days does not include the date of the notice or the date of the meeting. (Standing Order 9)
3. It is important that papers are focused, and as short as possible, setting out only the facts that the Council or Committee members need to know.
4. Papers will need to be completed in plain English, therefore no use of jargon unless this is unavoidable and all terms are explained when they first occur in the text.
5. If there are several options to choose from, set them out, and make your recommendation. The Councillors or Committee Members will always want to know what your recommendation is.
6. If your proposals have financial implications please make clear exactly what these are, including both long and short term effects. You must indicate, for example, whether your proposals are covered previously in agreed budgets. If this is not the case, how do you intend your proposals to be funded. Please bear in mind that budgets are set for the year, there is only a very limited amount of contingency money available.
7. If you are recommending changes, please indicate a timeline, so that Full Council and Committee members can see when you expect the changes to become effective, and what transitional arrangements are to be made if these are necessary.
8. All papers should be in arial font, as this is recommended as one of the most readable fonts for those who have a visual impairment. Font should be size 11 and in a "Word" format.



9. Please do not send PDF's as it is not always possible to add appendix details electronically to papers in this format.



Appendix 1

Title 1-2 line summary of the paper covering action/decision required by the Council or Committee
Approval/Noting Is the paper for approval or noting
Purpose of the Report What is the paper about - summary
Background Information In depth information required
Legislation If any, regarding the paper
Financial Implications If any, where this funding will come from if not within budget set.
Recommendation(s) List of your recommendations if more than 1 choice please indicate which you would prefer.
Reasons for recommendation(s)