

TELFORD & WREKIN COUNCIL

[NAME OF SCRUTINY COMMITTEE] - [DATE]

[NAME OF REPORT]

REPORT OF THE [JOB TITLE OF REPORT AUTHOR]

1.0 PURPOSE

1.1 To enable the [Scrutiny Committee] to consider [issue being scrutinised].

2.0 RECOMMENDATIONS

2.1 That the Committee consider the report and agree any recommendations or further actions.

3.0 INTRODUCTION

4.0 KEY INFORMATION

5.0 FINANCIAL/VALUE FOR MONEY IMPACT

6.0 LEGAL ISSUES

7.0 ACTIONS TO ADDRESS

Report prepared by [Name, Job Title and telephone number of report author]