



## **FOR PUBLICATION / NOT FOR PUBLICATION**

(where not for publication insert: NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH #insert relevant paragraph(s)# OF PART 1 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972 OR NOT FOR PUBLICATION – REPORT CONTAINS CONFIDENTIAL INFORMATION\*see Note in Annex for guidance).

### **DERBYSHIRE COUNTY COUNCIL**

#### **REPORT TO CABINET MEMBER FOR HEALTH AND COMMUNITIES**

**meetingdatedm**

#### **Report of the Executive Director - Corporate Services and Transformation**

#### **Additional Funding to support commissioning arrangements for the Children's Independent Sexual Violence Advisors (CHISVA) service (Cabinet Member for Health and Communities)**

#### **1. Divisions Affected**

- 1.1 *Insert County-wide OR List divisions affected alphabetically OR Not Applicable (not applicable would be relevant where, for example, an internal policy is adopted that would have no direct relevance to people living or working in the County)*

#### **2. Key Decision**

- 2.1 Insert This is not a Key Decision OR

*This is a key decision because it is likely to result in the Council incurring expenditure which is, or savings which are significant having regard to the budget for the service or function concerned (this is currently defined as £500,000)  
and / or*

*it is likely to be significant in terms of its effect on communities living or working in an area comprising two or more electoral areas in the County.*

### **3. Purpose**

- 3.1 *Explain here what the report is for and summarise what you'll be asking members to agree.*

### **4. Information and Analysis**

- 4.1 *In this section you should include background / context to the report. You should also set out what you are proposing members will agree. This will normally be the most substantial element of the report.*

- 4.2 *For guidance concerning report format including the presentation of financial data and tables, please see the Annex.*

### **5. Consultation**

- 5.1 *Where required, explain what consultation you intend to carry out and how you propose to do this and if it is statutory consultation, set out the legal requirements. If you are reporting the outcome of a consultation exercise already conducted, summarise the issues raised in the consultation and the Council's response.*

- 5.2 *Where Improvement and Scrutiny Committee has been consulted or carried out pre-decision scrutiny, summarise the Committee's findings. You may state that more detailed information of consultation responses and Scrutiny findings can be contained in an appendix.*

### **6. Alternative Options Considered**

- 6.1 *List alternative options to those in the recommendation(s) and set out the reasons for rejection of those options. It is a legal requirement that decisions (of the Executive) should state which options were considered and rejected at the time the decision was taken. As a minimum you should expect to include 2 alternative options - Do Nothing or Do something different.*

### **7. Implications**

- 7.1 *Appendix 1 sets out the relevant implications considered in the preparation of the report.*

### **8. Background Papers**

8.1 *It is a legal requirement to list background papers and make them available for public inspection for a period of at least four years.*

*Background papers are defined as those documents relating to the subject matter of the report which:*

- *disclose any facts or matters on which, in the opinion of the proper officer, the report or an important part of the report is based; and*
- *have, in their opinion, been relied on to a material extent in preparing the report;*
- *but do not include any published works or exempt documents.*

*Insert a list of the documents which meet the above definition OR insert None identified.*

## **9. Appendices**

9.1 Appendix 1 – Implications

*This appendix must not be removed from the report.*

9.2 *If applicable list any other appendices which are referred to in the body of the report.*

## **10. Recommendation(s)**

That Cabinet:

- a)
- b)
- c)

*Note – Recommendations must be clear and precise and include all the decisions, the decisionmaker needs to make.*

*Although the two sections do not need to include exactly the same information, the purpose and recommendations must be consistent.*

*Each recommendation needs to be supported in the narrative of the Information and Analysis section.*

*The recommendations must include all the decisions which are mentioned in the body of the report.*

## **11. Reasons for Recommendation(s)**

11.1 *Insert a sentence for each of the recommendations which explains the reason why they have been recommended. It is a legal requirement that reasons for decisions (of the Executive) should be recorded.*

11.2

**12. Is it necessary to waive the call in period?**

12.1 *Insert No OR*

*Yes, it is necessary to waive the call-in period as the decision is urgent and any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. Councillor XXX, Chair of Improvement and Scrutiny Committee – XXX has approved the waiver of the call-in period and agreed both the decision proposed is reasonable in all the circumstances and that it should be dealt with as a matter of urgency.*

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details:

## Implications

### Financial

- 1.1 *The Senior Finance Business Partner should be consulted in drafting the report to ensure all financial implications are addressed*
- *Claire Howells – CST*
  - *Shelley Kerlake – Children’s Services*
  - *Debra Burton – Adult Social Care and Health*
  - *Emma Hickman – Place*
- 1.2 *The wording to be included in the financial implications section will need to be tailored to the decision to be taken. However the following provides an indication of the information to be included:*
- *Details of how the initiative/project/service will be financed e.g. “met from within existing budgets”, “costs will be met from existing earmarked reserves”, “funded by the Public Health Grant”, etc*
  - *Where the report includes the implications of staffing costs, advice should be sought from the Senior Finance Business partner to ensure the appropriate salary scales and on-cost rates are used*
  - *A description of how financial benefits/savings will be achieved, if appropriate*
  - *The financial information will need to be presented as set out in the Annex*

### Legal

- 2.1 *Legal Services should be consulted in drafting the report to ensure all legal implications are addressed.*
- 2.2 *The wording to be included in the legal implications section will need to be tailored to the decision to be taken, However the following provides an indication of the information to be included:*
- *summary of relevant legislation*
  - *summary of relevant statutory guidance*
  - *summary of relevant Constitutional requirements*
  - *summary of relevant Council Policy*
  - *conclusion as to whether the proposals meet those requirements*

- any other relevant legal considerations

*The critical point is whether the recommendations meet these requirements and identify whether they give rise to any risks. As report author you will need to consider these risks and ensure that you have addressed them in the body of the report.*

## **Human Resources**

3.1

## **Information Technology**

4.1

## **Equalities Impact**

- 5.1 *Where an Equality Impact Assessment is carried out, a paragraph summarising the outcome should be included here and a copy of the EIA must be appended to the report so that Cabinet can have regard to it when making the decision.*

## **Corporate objectives and priorities for change**

- 6.1 *Insert reference to any of the Council priorities set out in the current Council Plan (including Enterprising Council, Thriving Communities and Vision Derbyshire) as relevant and explain how the recommendation supports delivery of those objectives and priorities.*

## **Other (for example, Health and Safety, Environmental Sustainability, Property and Asset Management, Risk Management and Safeguarding)**

- 7.1 *Climate Change Implications should be included in this section. Where the recommendation is likely to have a positive or negative impact on the Council's ability to meet its ambition of being a net zero carbon organisation by 2032, or sooner, and for the county of Derbyshire to be net zero by 2050, this should be recorded here. Please provide a brief summary of the nature and potential scale of this impact. If further guidance or information is required, please contact the Climate Change Team ([Climate.Change@derbyshire.gov.uk](mailto:Climate.Change@derbyshire.gov.uk)).*

## **Report Format Including Financial Information and Tables**

### **Font Size**

*Reports must be produced in Arial font size 13.*

### **Page Numbers**

*In view of the fact that Modern.Gov will automatically paginate the agenda, pages should not be numbered at the bottom of the page.*

### **Paragraph Numbering**

*Paragraphs should be numbered.*

### **Bold Type**

*Bold type must only be used for the main headings in reports. Where bold type is used in headings, space must be left between the heading and the body text in the report.*

### **Underlining**

*Underlining must be avoided where possible.*

### **Page Justification**

*All reports must be left hand justified.*

### **Margins**

*All margins must be 2.54 cm.*

### **Footers**

*Final version of reports should not include any information (such as file paths and version numbers) in the footer.*

### **Dates**

*Dates should be expressed as follows:*

- *For the date, e.g. 30 September 2021, use only figures for the date; do not use superscript “th” or “nd” and type the month in full*
- *For years e.g. 2020-21, use hyphens not forward slash*

## Use of text to express financial information

*Most financial considerations will be expressed using text with a few numbers. Where the report uses monetary values in the text, these should ordinarily be expressed in the format £xx.xxxm; however, if an amount is less than £100,000 then use the actual figure in full to the nearest whole pound – never use “pence”. e.g. express £9,670,511 as £9.671m; £930,498 as £0.930m; and £67,320.36 as £67,320.*

*Always remember to include commas after every third number to the left of a decimal point even if the decimal point is not explicitly expressed due to the requirement not to include “pence”.*

*However, text should not be used on its own when the information is complicated or detailed.*

## Use of tables to express financial information

*The use of a table, rather than text, usually improves the ease with which the reader can understand detailed financial information being presented.*

*Do **NOT** cut and paste excel spreadsheets into a word document, they cannot be formatted once inside the word document.*

*However, the rules are slightly different. If data is expressed in a table, the columns of numbers should always be right justified and the column title should express the way the column should be read, e.g. £m, this will mean that table must always show the data in a consistent manner. Never use the sterling sign within a table except in the column heading.*

*Data expressed in tabular form must be formatted using the “Table” function and not simply typed as a text that is positioned using the “Tab” function.*

*Any sub-totals should be easily recognisable in a table e.g. in bold and the use of a single line above the sub-total. Where a total exists a double underline should be added below the total as well as single underline above the total. An example table is shown below:-*

	<b>2019-20</b>	<b>2020-21</b>	<b>Change</b>
	<b>£m</b>	<b>£m</b>	<b>%</b>
Salaries	2.314	2.678	15.7
On-costs	0.463	0.566	22.2
<b>Employee Costs</b>	<b>2.777</b>	<b>3.244</b>	<b>16.8</b>
Premises	0.098	0.075	-23.5
<b>Total Costs</b>	<b>2.875</b>	<b>3.289</b>	<b>14.4</b>



*Where more complex analysis is being undertaken such as whole life costing, discounted cash flows, option appraisal etc, the advice of your departmental Finance Team should be sought.*

### **Exempt and Confidential Information**

Schedule 12A of the Local Government Act 1972 includes the following categories of exempt information (subject to the qualification):

<b>Category</b>	<b>Qualification</b>
Paragraph 1. Information relating to any individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
Paragraph 2. Information which is likely to reveal the identity of an individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
Paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)	<p>Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Information falling within paragraph 3 is not exempt information by virtue of that paragraph if it is required to be registered under -</p> <ul style="list-style-type: none"> <li>(a) the Companies Act 1985</li> <li>(b) the Friendly Societies Act 1974</li> <li>(c) the Friendly Societies Act 1992</li> <li>(d) the Industrial and Provident Societies Act 1965 to 1978</li> <li>(e) the Building Societies Act 1986</li> <li>(f) the Charities Act 1993</li> </ul>

<b>Category</b>	<b>Qualification</b>
Paragraph 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
Paragraph 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
Paragraph 6. Information which reveals that the authority proposes - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
Paragraph 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

When determining whether information is exempt, the author therefore needs to:

1. Consider whether the information falls within one of the descriptions in column 1; and
2. Apply the “public interest test” in column 2.

If both are satisfied the report can be treated as exempt.

*“Confidential information” means –*

*(a) Information provided to the local authority by a government department on terms (however expressed) which forbid the disclosure of the information to the public; or*

*(b) Information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court, and in either case, a reference to the obligation of confidence is to be construed accordingly.”*

As the definition of confidential information is narrow, it is unusual to mark reports as ‘Confidential’.