


For FRA purposes only if exempt - Exempt under Paragraph [XXX] of the Schedule 12A to the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006

 <p>WMFRA West Midlands Fire and Rescue Authority</p>	<p>WEST MIDLANDS FIRE AND RESCUE AUTHORITY /COMMITTEE NAME</p> <p>[DATE]</p>
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[TITLE]

For **[DECISION, DISCUSSION, INFORMATION]**

Principal Officer: **[RELEVANT PRINCIPAL OFFICER]**

Report of the **[RELEVANT SLT MEMBER]**

Author: **[RELEVANT AUTHOR]**

All Authority papers require sign off by the relevant Principal Officer, Monitoring Officer, Section 151 Officer and Clerk. This should be recorded within the table at the end of the paper.

1. PURPOSE

1.1. *Succinctly describe the purpose of the discussion or consideration in no more than two or three sentences.*

2. RECOMMENDATIONS [FOR NOTING]

2.1. *Clearly outline each recommendation you are asking the authority/committee to take. Matters may be for decision, discussion or to note. E.g. That the [authority/committee/forum] approve the proposed changes highlighted in Appendix 1.*

2.1.2.2. *Ensure multiple options are provided to members, even if that is simply to offer the option to “do nothing” except where that is impossible.*

3. OBJECTIVES & EXPECTED OUTCOMES

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3.1. *Please clearly state the objectives and therefore expected outcomes of the recommendation(s). Please also set out any relevant timelines in terms of achieving the stated objectives.*

4. **BACKGROUND**

4.1. *Provide relevant background information to support the decision making. This should be short, objective and to the point, with additional information provided within background papers or appendices.*

4.2. *Please include **all** options that have been considered **including and in** addition to the recommendation(s) listed in item 2.1., along with any identified risks and issues and rationale for not pursuing the option(s).*

5. **STRATEGY AND CRMP ALIGNMENT**

5.1. *State how the recommendation(s) would support the delivery of the Organisational Strategy, and what impact this may have.*

5.1.5.2. *State how the recommendation(s) would support or impact upon the risks identified within Community Risk Management Plan (CRMP).*

5.2. *Outline the business benefits that could potentially be realised if the proposal receives approval.*

6. **IMPACT ASSESSMENTS**

6.1. *EIA: State whether an initial or full EIA has been undertaken or will need to be undertaken and any identified impacts thus far.*

6.1.6.2. *Risk implications: Include analysis of any implications for the Corporate Risk Register and its mitigations.*

7. **LEGAL IMPLICATIONS**

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- 7.1. *Provide any relevant legal implications, which should be considered in consultation with the Monitoring Officer or relevant legal advisors. If none: - 'There are no legal implications arising from the content of this report.*

8. **FINANCIAL IMPLICATIONS**

- ~~8.1.—Provide any relevant financial implications—in particular any budgetary costs or savings to be produced by any decisions made. This should be prepared in consultation with the Section 151 Officer/Treasurer. If none: - 'There are no financial implications arising from the content of this report.~~

The report should:

8.1. The Report should:

- 8.1.1. Identify any costs or income associated with the proposals and state whether these are revenue or capital
8.1.2. Identify whether the costs or income fall within the existing approved budgets of the Authority
8.1.3. If they do not, state clearly how any unbudgeted cost will be funded or unbudgeted income will be accounted for.

9. **ENVIRONMENTAL IMPLICATIONS**

- 9.1. *State whether environmental impacts have been considered or are not relevant. If none: - 'There are no environmental implications arising from the content of this report.*

10. **CONSULTATION [Delete if not required]**

- 10.1 *Please list all consultation with relevant bodies, organisations or individuals.*
- 10.2 *Please specify where direct consultation has occurred with representative bodies and any outcomes that have occurred from those discussions as appropriate.*

11. **BACKGROUND PAPERS & APPENDICES**

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Provide a list of relevant background information in the form of appended documents or links (only use links to publicly accessible documents or webpages). Appendices can be submitted alongside the main report for publication. Please clearly label the appendices accordingly.

Relevant Principal Officer	[Insert name and contact details – email or number]	[Insert Job title]
Relevant SLT Member	[Insert name and contact details – email or number]	[Insert Job title]
Report Author	[Insert name]	[Insert Job title]
Sign Off		
Monitoring Officer	Section 151 Officer	Clerk