"INSERT TITLE OF AGENDA ITEM"
(The agenda item title should accurately describe the item and the recommended action,
e.g. Proposed Amendment, New Policy – Proposed. It should also match the title on the
agenda index if that title has already been provided to the Secretariat**) of the context**

of the minutes.

Resource Implications
Financial: Briefly outline the resource requirements of the proposal and how they will be met, e.g., 'costs of $xxxx associated with the xxxxx will be xxxx and met from xxxxx'.
Infrastructure: Briefly outline any infrastructure implications or requirements of the proposal, e.g., impact on the estate or IT requirements, and how they will be met.
Staffing: Briefly outline the resource requirements of the proposal and how they will be met, e.g. 'to be managed within the existing staffing resources of xxxxx'.
Sustainability (environmental, social, economic and cultural): Sustainability considerations include environmental, social, economic and cultural sustainability implications.

Consultation
- Insert names/titles of individual/organisation consulted. This is a dot point list of title or name of officer/department consulted with regard to the agenda item. It is anticipated that the officer presenting the item will have consulted all the relevant stakeholders. This list should be left justified i.e. not indented

Attachments
- *Insert list and name of attachment(s) – if more than one – number 1, 2, 3 etc and in italics. When there are no attachments, enter the word Nil. If only 1 attachment use a bullet point and remove the '(s)' at the end of 'Attachments'. This list should be left justified i.e. not indented*

Requests for Further Information
Requests for further information may be directed to the xxPosition Titlexx or xxPosition Titlexx.

A blank version of this cover sheet is available [HERE](#)[#]

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