

## PRELIMINARY REPORT TEMPLATE

Report Originator	Head of Service sponsor	Date Originated
Lead Member Name:	Area of Responsibility:	
CMT Date:		
JLT Date:		
<b>PRELIMINARY PURPOSE</b>		
Reason	JLT/CMT Feedback for Officer and further instructions	Decision required from CMT
<b>IF APPLICABLE, PROPOSED ROUTE FOR FURTHER APPROVAL</b>		
		Date
Committee		
Council (if required)		

**(All green text to be deleted prior to completion)**

**TITLE HERE**

**(DoF/ADCC/ADSPH/ADLD) Delete as appropriate**

**Purpose of the Preliminary report is to provide CMT with basic information on what work is to come in the future and what involvement from CMT will be required. Preliminary reports will not be required for items that did not have a lead in time, for example, a response to Government consultation.**

**Identify if report needed and when going to Council/Committee or Sub-Committee, whether should be Part I or Part II**

**If report Part II to insert the appropriate Paragraph from the NOT FOR PUBLICATION PARAGRAPHS to be found on the Intranet using the weblink below:**

<https://www.watford.gov.uk/intranettrdc/downloads/file/329/not-for-publication-parasdoc>

**The wording to read as follows:**

**This report is NOT FOR PUBLICATION because it deals with (insert the appropriate NOT FOR PUBLICATION paragraph).**

- 1. Description**
  - 1.1 Why CMT/JLT are considering the synopsis.
- 2 Summary of Main Points**
  - 2.1 Summary of the main points.

2.2 If synopsis is presenting strategy, plan or policy please append, even if at draft stage.

### 3 Support required from Services

3.1 In order to complete the full report, additional support will be required from:

3.2 Legal ☐

3.3 Finance ☐

3.4 Procurement ☐

3.5 Climate Change ☐

3.6 Strategy & Partnerships (equalities) ☐

3.7 Customer Services / Communications ☐

3.8 Other service: please detail

### 4 Recommendations

4.1 Provide recommendations for CMT/JLT to agree to include:

4.1.1 Any recommendations to be presented to Members

4.1.2 The next steps and action to be taken.

Preliminary report prepared by: (Full name, Job Title)

Appendices to the preliminary report: Delete as appropriate

Background Papers: Delete as appropriate