

SYNOPSIS TEMPLATE

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

ISSUETITLE

(CED/DCES/DoF) Delete as appropriate

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If report Part II to insert the appropriate Paragraph from the NOT FOR PUBLICATION PARAGRAPHS to be found on the Intranet using the weblink below: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This report is NOT FOR PUBLICATION because it deals with (insert the appropriate NOT FOR PUBLICATION paragraph).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 are considering the synopsis.

Summary of Main Points

1.1 Summary of the main points.

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

Recommendations

2.1 Provide recommendations for CMT to agree to include:

2.1.1 Any recommendations to be presented to Members

2.1.2 The next steps and action to be taken.

Synopsis prepared by: LeadOfficer, LeadOfficerPost

Appendices to the synopsis: Delete as appropriate

Background Papers: Delete as appropriate