

## SYNOPSIS TEMPLATE

Report Originator	Head of Service sponsor	Date Originated
Lead Member Name:	Area of Responsibility:	
CMT Date:		
JLT Date:		
<b>SYNOPSIS 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)		

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**If report Part II to insert the appropriate Paragraph from the NOT FOR PUBLICATION PARAGRAPHS to be found on the Intranet using the weblink below:**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**This report is NOT FOR PUBLICATION because it deals with (insert the appropriate NOT FOR PUBLICATION paragraph).**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