



LEADING
GOVERNANCE

Sample Board Report Format Item For Decision

Meeting of	Board of Directors
Reporting Officer	Chief Executive
Officer to Contact	Director of <department>, <phone>, <email>
Date of Meeting	
Agenda Item	
Subject	
Confidentiality	Strictly confidential
Circulation of Report	Board / senior management / committee
Item for	Decision

Introduction

Describe the nature of the item. Include any previous board decisions (with dates and details of any independent advice received) in relation to the subject.

Fit with Strategic Plan

What objective will the proposal help achieve and how?

Consequences of decision

What are the short, medium and long term implications on the organisation of this proposal?

Impact on employees

What is the impact on company employees?

Impact on suppliers and customers

What is the impact on suppliers and customers?

Impact on community and environment

What is the impact on the community and the environment? Has an environmental impact assessment been carried out?

Sample Board Report Format

Item for Decision *Continued*



Impact on reputation

How will this decision affect the company's reputation for high standards of business conduct?

Equality and diversity issues

What are the likely equality and diversity issues? Will this proposal result in any individual or group of people not being treated in a fair and equitable manner? Has an equality impact assessment been carried out?

Resource implications

What resources are required to achieve this proposal? What staff will be involved and what are the financial implications?

Risk Involved

Outline the risk analysis associated with the proposal, and steps to be taken to mitigate risks

Additional information

Is there any other information board members need in order to make an informed decision?

Recommendation

Recommend a course of action in relation to this item