



policy or procedure, explain whether the proposal is in accord with it. If the proposal results in a new policy document, it should be included as an attachment.

Identify any external advice/information that has been involved in the preparation of the proposal.

**Recommended Action:**

the Council/Board Finance Committee is requested to consider the proposal to XXXXX, and if appropriate, endorse and recommend it to Council

**Risk Appetite and Risk Identification**

[Risk Appetite](#)

Outline specific identified risks by risk category (e.g., Financial, Workplace Health and Safety or Legal and Regulatory) associated with the proposed recommendation(s) and the proposed mitigation strategies related to the proposal. Indicate if the decision is likely to attract reputational risk such as adverse comment from the media or key stakeholders. If so, what is likely to be the nature of that criticism and what you propose by way of a response or other mitigation? This section should also cover downside risk (the financial risk associated with losses) and not just upside risk (an uncertainty that could have a positive effect) and present options, if applicable.

**Resource Implications**

**Financial:** Briefly outline the resource requirements of the proposal and how they will be met, e.g.,

**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

**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)*