

Report Writing essentials

Duration: 120 minutes

The course is aimed at Clerks and is being led by Jake Atkinson, Chief Executive Officer of Leicestershire & Rutland Association of Local Councils.

An outline of the course is as follows:

The tabling of written reports to accompany agenda items is an increasingly common method of ensuring that councillors not only take fully informed decisions, but also that there is an audit trail showing that they have acted properly when taking such decisions. Reports also provide a snapshot of the council's thinking at the time that proposals were considered and are also a useful tool for considering confidential matters properly.

The course will allow those tasked with writing such reports to do so effectively, and will cover:

- Types of reports
- Benefits of using written reports in decision making
- Who should write reports?
- What should be included?
- How to structure a council report
- And more.....

The course costs £40 for members and £100 for non members.