

Process for Committee Decision reports

**Portishead Town Council Full Council meeting 17th November 2021
Agenda item: 7 Process for Committee Decision Reports**

Consult with the Chair and / or Councillor Lead

Planning Advisory Group decisions are based on standard planning responses, with thought given to impacts below

If it is to inform continue

What is the purpose of the report: is to inform or recommend?

If it is to recommend:

Briefly explore all the options in the paper and give rationale for recommendation

If yes, follow the procurement process then continue

Will your recommendation include purchasing a service or product?

If no, continue

Which theme is it: Wellbeing, Prosperity, Sustainability, or Efficiency?

What are the risks of doing this and the risks of not?

What are the potential positive and negative impacts of this decision on the following:

Wellbeing and health?

Equality, diversity, safety?

Crime, disorder or transport?

Carbon footprint?

Transparent and open?

PTC / resident finances?

Number of residents affected

Ensure that Julia or Sharon have signed off before publishing with agendas