Board Report Guidance

*This document provides guidance and support to aid the completion of the WMCA Report for WMCA Board, Investment Board, Economic Development Board and other committees*

2022

**Key Points to Consider:**

* Board Reports must be completed with input from WMCA enabling services
* Input from Finance and Legal is mandatory for all Board Reports
* Input from Programme Assurance and Appraisal, Procurement, Equalities, Inclusive Growth and HR/IT is required if deemed applicable
* Executive/accountable director’s must be sighted of the draft Board Report to allow their input and must also be sighted of the final Board Report before it is submitted.
* The Board Report must be updated by Project/Programme personnel between Panel and Board meetings to ensure ‘endorsements’ from each level are included i.e., at Investment Board, the Board Report should state if Investment Panel endorsed the proposal or not.
* The ‘ask’ of Panel / Board should be succinct and clear i.e., how much funding is this proposal/project requesting, from what funding source/s, what will the funding deliver and by what date.
* All recommendations and decision requests should be aligned to the delegated authority for the Board or Committee in question, as set out within their individual Terms of Reference.
* The Board Report has been a mandatory WMCA governance requirement since the creation of the Combined Authority, if it is not supplied, decision-makers are not able to make an informed decision and the item will not be discussed at Board level.
* Mandatory fields are marked (\*)

Guidance is provided for each section of the cover report in *blue text* below.

*<Guidance is provided for each section of the Board Report in blue text below>*

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**[Insert name of Board or committee]**

|  |  |
| --- | --- |
| **Date** | *State the date of the Board Meeting* |
| **Report title** | *State the title of the proposal or business case / change request including the stage i.e., SOC* |
| **Portfolio Lead** | *Ensure the portfolio lead has reviewed and input into this Board Report before submission* |
| **Accountable Chief****Executive** | *Ensure the Accountable/Executive Director has reviewed and input into this Board Report before submission* |
| **Accountable****Employee** | *Ensure the Accountable Employee has reviewed and input into this Board Report before submission* |
| **Report has been****considered by** | *State any previous Panels or Boards who have reviewed this Board Report*  |

**Recommendation(s) for action or decision:\***

**The** *[insert name of board/committee]***is recommended to:**

1. *Bullet-point clear and concisely, the ask of the Board or Committee e.g., to approve X amount of funding to deliver Y. Be clear if the Board are being asked to delegate anything to officers such as S.151 or Director of Law and Governance to negotiate and agree the terms of the contact.*

 (2)

 (3)

**1. Purpose\***

[*State the purpose of this proposal/project in one or two sentences – what is going to be achieved and what is the rationale for intervention. Do not reproduce the recommendations above but focus on the ‘why’.*]

**2. Background\***

[*This will be the main section of the report and will set out over a number of paragraphs the key information the meeting needs to know in order that it may reach an informed decision on the recommendations contained on page one. This section should also include a brief history of what has been completed thus far to contribute towards this proposal/project. Always include a start and end date with a request for tolerance to a maximum end date where required.*]

**3. Strategic Aims and Objectives**

[*This paragraph will highlight which of the WMCA’s Strategic Aims and Objectives the report will align with (where applicable). Alignment to the WM Plan for Growth and other Local, Regional and National Policy can be stated.]*

**4. Financial Implications\***

[*This paragraph must be completed by WMCA Finance and should only be completed when the proposal considerations are at final draft stage. Finance must review the final draft report even if they have provided comment at an earlier stage in order to confirm and accept any changes.*

*This paragraph will summarise the financial implications to the WMCA if the recommendations on page one are approved. Information must include confirmation of the funding ask at this point in time and which funding source/s this will come from.*

*If you are an external applicant, your internal Finance representative may complete this section before sending to WMCA for further legal commentary.]*

**5. Legal Implications\***

[*This paragraph must be completed by WMCA Legal and should only be completed when the proposal considerations are at final draft stage. Legal must review the final draft report even if they have provided comment at an earlier stage to confirm and accept any changes.*

*Information must include, but is not limited to;*

* *Any relevant statute or regulations being relied in relation to a scheme, any power WMCA is relying on in relation to the subject matter of the report,*
* *implications to existing Funding Agreement/s, the requirement for a new Funding Agreement and confirmation that the any Terms and Conditions (i.e., grant T&Cs) are being met,*
* *consideration of any state aid issues and*
* *any constitutional requirements for example compliance and any State Aid implications. It should be completed in consultation with the Contract procedure rules or Legal Services colleagues.*

*If you are an external applicant, your internal Legal representative may complete this section before sending to WMCA for further legal commentary.]*

**6. Single Assurance Framework Implications**

 [*This paragraph will identify the funding source the WMCA is being asked to be accountable for, terms and conditions related to that funding, and the implications of the WMCA’s commitments (where applicable). It should be completed in consultation with Programme Assurance and Appraisal colleagues*.]

**7. Equalities Implications**

[*This paragraph will summarise the equalities considerations relevant to the WMCA in respect of this report. It should be completed in consultation with the Equalities & Diversity Manager.*]

**8. Inclusive Growth Implications**

[*This section must draw upon how this proposal aligns to WMCA’s Inclusive Growth Framework.  Inclusive Growth is a model of growth which ensures social and environmental outcomes are included in economic decisions.  In this section of the report, the author should demonstrate how the inclusive growth fundamentals (thematic areas), have been considered in the proposal.  For more information about the framework and its fundamentals, please contact the WMCA Inclusive Growth Team for further guidance. ]*

**9. Geographical Area of Report’s Implications**

[*The WMCA covers a wide geographic area and not all reports will relate to that whole area. This paragraph will set out which arts of the WMCA the report applies to.*]

**10. Other Implications**

[*If there are any other significant implications not covered by paragraphs 4 - 7, include that information here e.g., HR, IT and Procurement implications.*]

**11. Schedule of Background Papers**

[*List all the documents you relied on to a significant degree in preparing this report, for example, the Business Case and any associated appendices. You do not include these documents as appendices, but they must be available for Board scrutiny upon request.*]