

LEADER'S BRIEFING

INSERT TITLE OF REPORT



Author: ***

Meeting date: ***

Portfolio: (Please tick relevant item)

Economic Development and Public Service Reform	
Resources	
Early Intervention	
Homes and Housing	
Public Protection	
Streetscene Services	
Customer, Advice and Streetscene Services	

Executive Member comments/decision:

1.

Shared Senior Management Team comments/recommendations:

2.

Issues for discussion:

3.

Report/Information (attached) (if needed):

4.

Key questions/decisions required:

5.