

## Working Group Report Guideline

This table is intended to help working group participants to prepare their report to a common standard.

Working Group Template		
Heading	Content	Example
Vision	Copy in the topic's vision statement/s	
Objective	Copy in the topic's objective statement/s	
Introduction	<ul style="list-style-type: none"> <li>- Description of topic.</li> <li>- Brief explanation of the significant concerns expressed by parishioners</li> </ul>	<i>---Safety of children, Broadband coverage, protect the environment</i>
Relevant Organisations	<ul style="list-style-type: none"> <li>- brief description of main or statutory organisations who have responsibilities within the topic</li> <li>- brief details of their relevant responsibilities</li> </ul>	<i>---Central Beds Council, BRCC, BT , Health and Safety Exec., Defra</i>  <i>---CBC includes Approval of development</i>
Evidence	<ul style="list-style-type: none"> <li>- Identify and categorise specific issues from the workshops</li> <li>-</li> <li>- prepare suitable information tables and charts</li> <li>- Identify and categorise general issues from workshops</li> <li>- prepare appropriate tables and charts</li> <li>- describe relevant questionnaire findings</li> <li>- give extent of support from parishioners in questionnaire</li> </ul>	<i>---number of new footpaths in Ickwell or number of respondents concerned about protecting heritage sites</i> <i>---pictorial presentation of findings Eg. Pie or bar charts</i>  <i>---As above</i>  <i>---preference for xxxxxx</i>  <i>---Give proportion and/or other appropriate information</i>
Analysis	<ul style="list-style-type: none"> <li>- discussion of issues raised by the evidence</li> <li>- significant issues and constraints/problems</li> <li>- reference to maps</li> </ul>	<i>---Potential landowner problem</i>
Conclusion	<ul style="list-style-type: none"> <li>- Give brief introduction</li> <li>- summarise findings</li> <li>- Use numbered bullet points</li> </ul>	<i>---1 new footpath between .....</i> <i>---2 new cafe .....</i>
Policy	<ul style="list-style-type: none"> <li>- to be discussed but consider identifying a simple outline of solutions based on conclusions</li> </ul>	
Suggest projects	Very brief title to project	Upgrade Footpath to Bridleway at xxxxxxxxx