











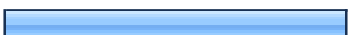
1. About you: are you a

		Response Percent	Response Count
Cabinet Member		15.0%	3
Adviser to Cabinet Member		30.0%	6
Scrutiny Member		55.0%	11
Planning Board Member		10.0%	2
Licensing Member		20.0%	4
Audit Committee Member		0.0%	0
		answered question	20
		skipped question	0





2. On average, how many reports are you required to read each month?

		Response Percent	Response Count
Less than five		10.0%	2
Between five and ten		55.0%	11
More than ten		35.0%	7
		answered question	20
		skipped question	0




3. Do you read all these reports?

		Response Percent	Response Count
Yes		40.0%	8
No		5.0%	1
As many as possible		55.0%	11
answered question			20
skipped question			0

4. Do the reports generally give you the information you need to make decisions or recommendations?

		Response Percent	Response Count
Yes		10.0%	2
No		5.0%	1
Usually		70.0%	14
Sometimes		15.0%	3
Other (please specify)			1
answered question			20
skipped question			0

5. In terms of plain English, are most of the reports:

		Response Percent	Response Count
Easy to understand and free of council jargon or acronyms		10.0%	2
Fairly clear, but contain some jargon, acronyms or complex terms		85.0%	17
Difficult to follow, with frequent use of jargon, acronyms and technical terminology		5.0%	1

Please give examples: 2

answered question 20

skipped question 0

6. Is there a particular directorate or service area where this is more prevalent? If so, please give details below:

	Response Count
	13
answered question	13
skipped question	7

7. Are there any specific issues on how reports are put together? (E.g. recommendations not made clear, reports are too long, text copied and pasted and does not make sense.)

	Response Count
	20
answered question	20
skipped question	0

8. Again, is there a particular directorate or service area where this is more prevalent?

	Response Count
	12
answered question	12
skipped question	8

9. Do you have any other comments or suggestions on how officers could improve the standard of reports?

	Response Count
	14
answered question	14
skipped question	6