

General guidance on submitting case studies	
	<p>Before submitting your case study you should look at the existing case studies as these will give you a feel for the amount of detail required.</p> <p>Please limit your initial submission to one side of A4, if possible.</p> <p>Please ensure that you have the permission of all those involved to proceed.</p> <p>Please provide your contact details so that we can get in touch with you to discuss the study.</p>
Title	
	<p>Ideally this should just be the names of the principal organisations involved. For instance the local authority and/or contractor. Where there is more than one organisation involved the title should start with the Local Authority to reflect the main purpose of the guidance.</p>
Background	
	<p>You should aim to provide a short description of the Local Authority geography, to include size, population, housing units, urban/rural mix and a description of the service provided.</p>
The issue	
	<p>You should provide the background to the case study, setting out the nature of the issue.</p>
The solution	
	<p>You should provide a short summary of how the issue was resolved, reflecting the various sections of the guidance.</p>
Business case	
	<p>You should provide a summary of the business benefits of any change, including improved health and safety performance, efficiency gains etc.</p>
Quotes	
	<p>If possible, you should consider including quotes from officers and staff involved in the process eg elected members, officers, managers, supervisors, workers and their representatives etc highlighting positive aspects of the process.</p>
Photographs	
	<p>Please include photographs which support and help illustrate your case study. These need to be in JPEG format. All necessary permissions for the use of the photographs must have been obtained</p>