Huntingdonshire

REPORT CHECKLIST

(For completion with all Reports to be submitted to Council, Cabinet, Panels, Committees, etc.)

Essentials

- Subject Matter
- Lead Officer
- Contact Details
- ▲ Ward Councillor(s)
- Executive Portfolio
- ▲ Key Decision
- ▲ Inclusion on Forward Plan
- Confidential/Exempt paragraph(s)
- ▲ Date for Submission
- Compliance with Council's Standing Orders and Codes of Financial Management/ Procurement
- Risk Management Has the author clearly explained the key management issues that have been considered and the mitigation proposed.

Risk Management	
David Harwood	
8115	
Not applicable	Necessary to consult or otherwise – No
Cllr Rogers	·
No	
No	
No	0
COMT	11 Sept.
O&SP or other – Corp Gov Panel	27 Sept.
Cabinet	n/a
n/	a
Ye	'S

H of FS

H of L&E

H of HR&P

Core Requirements

(The author is responsible for deciding whether it is appropriate/necessary to consult the following Officers)

- ▲ Financial Implications
- ▲ Legal Implications
- Human Resources and Health Safety Implications
- SI51 and Monitoring Officer Consent

Policy and Strategic Framework

Cognisance with -

- ▲ "Growing Success" Corporate Plan
- ▲ Equality Policies Race
 - Disability
 - Gender
- ▲ Local Development Plan
- Sustainable Community Strategy

District Council Strategies, Policies and Plans

- Environment
- Crime & Disorder Reduction
- ▲ Local Transport

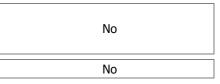
Press Release

Yes Yes

Yes Yes Sign Off

Sign Off

Sign Off



Authority to proceed

No

No

No

Yes

Head of Service	Steve Couper
Date	12 September 07

* Please delete as necessary

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