

## 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.

Annual internal audit report	
David Harwood	
8115	
n/a	Necessary to consult or otherwise – n/a
Cllr Rogers	
No	
No	
No	
COMT	11 Sept.
O&SP or other – Corp Gov Panel	27 Sept.
Cabinet	n/a
n/a	
Yes	

### 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

No	H of FS	Sign Off	<input type="checkbox"/>
No	H of L&E	Sign Off	<input type="checkbox"/>
No	H of HR&P	Sign Off	<input type="checkbox"/>
Yes			

### Policy and Strategic Framework

Cognisance with -

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

Yes
Yes
Yes
Yes

### District Council Strategies, Policies and Plans

- ▲ Environment
- ▲ Crime & Disorder Reduction
- ▲ Local Transport

Not applicable
----------------

### Press Release

No
----

### Authority to proceed

Head of Service

Steve Couper

Date

12 September 07

\* Please delete as necessary