

REPORT CHECKLIST

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.

Voluntary Sector Review (Indicative Funding)	
Dan Smith	
Extn 8377	
Cllr(s) No	Necessary to consult or otherwise - No
Cllr Tom Sanderson	
Yes	
Yes	
No	
COMT	12-12-2011
O&SP Wellbeing	3-1-2012
O&SP Economic	5-1-2012
Cabinet	19-1-2012
Yes	
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

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

Policy and Strategic Framework

Cognisance with -

- ▲ Council Plan
- ▲ Equality Impact Assessment (EIA) -
If new or amended policy/strategy has an EIA been completed?
- ▲ Local Development Plan
- ▲ Sustainable Community Strategy

Yes	If no please state reasons -
Yes	
No	
Yes	

District Council Strategies, Policies and Plans

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

No

Press Release/Internal Communication

No

Authority to proceed

Head of Service

Date

 30-11-2011
