

Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1

Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	No	N/A
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	N/A	N/A
Relevant Group Head review (<i>SHG</i>)	Yes	02/07/2025
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Yes	07/10/2025
This item is on the Forward Plan for the relevant committee	Yes	06/11/2025
	Reviewed by	
Finance comments (circulate to Finance)	Finance	07/10/2025
Risk comments (circulate to Lee O'Neil)	Lee O'Neil	07/10/2025
Legal comments (circulate to Legal team)	Legal	07/10/2025
HR comments (if applicable)	N/A	N/A

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2

Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least 5 working days before MAT	Linda Heron	06/11/2025
S151 Officer commentary – at least 5 working days before MAT	Terry Collier	06/11/2025
Confirm final report cleared by MAT	MAT	11/11/2025