

## 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**

<b>ITEM</b>	<b>Yes / No</b>	<b>Date</b>
Councillor engagement / input from Chair prior to briefing	<b>NA</b>	
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	<b>NA</b>	
Relevant Group Head review	<b>Y</b>	<b>10/12/25</b>
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )	<b>NA</b>	
This item is on the Forward Plan for the relevant committee		
	<b>Reviewed by</b>	
Finance comments (circulate to Finance)	<b>Y</b>	<b>10/12/25</b>
Risk comments (circulate to Lee O'Neil)	<b>NA</b>	
Legal comments (circulate to Legal team)	<b>Y</b>	<b>10/12/25</b>
HR comments (if applicable)	<b>NA</b>	

**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**

<b>ITEM</b>	<b>Completed by</b>	<b>Date</b>
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	<b>LH</b>	<b>10/12/25</b>
S151 Officer commentary – at least <b>5 working days before MAT</b>	<b>TC</b>	<b>10/12/25</b>
Confirm final report cleared by MAT		



