

Appendix 1 to decision 12/01982

CHECKLIST

This checklist is designed to help authors consider the main areas that their report needs to cover and to ensure that all the necessary elements have been considered. The checklist is not intended to be comprehensive and can be added to with particular requirements, as necessary.

1. Author's Name and Unit
2. Contact details (email, tel)
3. Background Documents (if in doubt see Section 1 of the Appendix). *Background documents must be listed at the end of the report. If there are 'none' then that is what must be said*
4. Previous Council/Cabinet/Committee references. If YES, give details/dates
5. Does the report propose a Key Decision is taken? If YES, is the matter listed in the Forward Plan? If NO, give reasons.
6. Will further associated decisions be required? If YES outline the timetable.
7. Is this report proposing an amendment to the budget and/or policy framework? If not within an existing approved budget, have the financial implications (including any capital spend implications) been cleared by Corporate Finance? If YES, give details of who and when.
8. Has the report been cleared by the relevant Corporate Director and Director? If YES, list names and dates.
9. Has the relevant Cabinet Member(s) or Committee Chairman, as appropriate, cleared the report? If YES, list names and dates.
10. Which electoral Divisions do the subject of the report affect and have the relevant Local Members been consulted? Officers must consult the relevant Local Members when exercising delegated functions or when preparing a report for consideration by the Council, Cabinet or a Committee, and include in those reports the views of Local Members. If a Local Member objects to a proposed decision by an officer, the relevant Cabinet Member, Council or Committee Chairman must be consulted and the matter normally referred to the relevant Cabinet Member or Committee for decision. Local Members also have rights to receive information about the planning and delivery of services in their electoral divisions and may attend any formal meeting and speak about a local issue, with the permission of the Chairman. Local Members also have key roles in relation to the effective operation of both regulatory and overview and scrutiny committees, such as being the conduit for information and impact of the delivery of health, fire, police and probation services and may also exercise their statutory rights under the "Councillor Call for Action", or the Petition Scheme, as described in Annex D and E respectively of Appendix 4 Part 5 of the Constitution.
11. Has or will the relevant Cabinet Committee been consulted? If YES, list names and dates.
12. Is it proposed to consult with service users/the public? If YES, give details of Customer & Communities clearance.
13. Has the report been cleared by Legal Services? If YES, give details.
14. Has the matter been cleared in accordance with the Council's procurement rules (in 'Spending the Council's Money')? If YES, give details.
15. Are there any publicity or public relations issues which need to be cleared through Communications and Engagement? The Council has a statutory 'Duty to Involve, Consult and Inform' (see Appendix Section 2). Detail any consultations, both outside and inside the Council, and the outcomes. Include

any relevant information or views from other Directorates, Local Members or Cabinet Members and Committees. State what publicity arrangements are proposed in order to communicate the decision and its effect to Members, officers, partners, the public and the media.

16. Has an Impact Assessment (Equality, Environmental, Privacy, Health) been carried out in relation to this report? If YES, give details (see Appendix Section 3).
17. Are there any strategic, operational or reputational risks and any mitigating factors associated with taking the decision? If YES, include any business continuity management issues that need to be drawn to Members' attention.
18. Are there any community safety implications? If YES, give details.
19. Are there any implications for Kent's rural communities? If YES, give details of the impact on environmental enhancement, social justice, sustainable, economy and climate change and Rural Proofing (see Appendix Section 4).
20. Are there any sustainability/environmental implications? If YES, give details.
21. Are there any health & safety implications? If YES, give details.
22. Are there any staffing implications? If yes, has the report been cleared with HR?