

REPORT PATHWAY

KEY DECISIONS

01

Report Formulation

1. Agenda setting with Chair and Group Spokes.
2. Write the report and get Director approval to proceed.
3. Seek the views of colleagues in Legal, Finance etc. as required.

02

Report Review

1. Circulate the report for review via mod.gov.
2. Ensure Legal, Finance, Audit, HR etc. review the report.
3. Once finalised, release the draft report through mod.gov for submission to Committee Co-ordination and Oversight Group agenda (by Friday midday).

03

Report Sign Off

1. Attend Committee Co-ordination and Oversight Group (Tuesday afternoons) and present the report.
2. Note any comments and make final changes to the report in mod.gov.
3. Once CCOG comments are incorporated, release the report to SLT (Thursday afternoon).

04

SLT

1. Confirm with your Director about whether your attendance at SLT is required to present the report.
2. Incorporate any comments from SLT into the report in mod.gov.

05

Release Final report

1. Once all comments have been incorporated, release the report as final to Democratic Services for draft committee agenda.
2. Following briefing with members on the draft agenda, liaise with Democratic Services about any final amendments before agenda publication.

4 Weeks

2 Weeks