

REPORT PATHWAY

NON-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. Release the draft report in time for the relevant directorate DMT meeting.

03

Report Sign Off

1. Take your report to DMT or Director for final sign off.
2. Ensure that Legal, Finance and Democratic Services have signed off the final version.

04

Release Final report

1. Once the necessary sign off has been achieved, 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.

