

**EXECUTIVE/COMMITTEE REPORT CHECKLIST AND SIGN-OFF SHEET**

This document must be completed for **all reports to the Executive** or its Committees, to Audit Committee, to General Purposes Committee where there are resource implications and for any other reports (e.g. to overview and scrutiny committees) which **contain recommendations for onward submission to the Executive**.

It must be signed off by the relevant Director and submitted to Democratic Services with the draft report **not later than 19 working days before the meeting date** so that it can be reviewed by Central Bedfordshire Management Team (CBMT).

REPORT TO (e.g. Executive)	Sustainable Communities OSC	MEETING DATE	4 <sup>th</sup> August 2009
REPORT TITLE	Strategy for Managing Highways Lighting		

AUTHOR	Basil Jackson (Eddie Ball/Robin Pope)		
SERVICE AREA	Highways & Transportation		
E-MAIL	<a href="mailto:Eddie.ball@centralbedfordshire.gov.uk">Eddie.ball@centralbedfordshire.gov.uk</a> <a href="mailto:Robin.pope@centralbedfordshire.gov.uk">Robin.pope@centralbedfordshire.gov.uk</a>		
TEL. (DDI)	0300 300 6586	INTERNAL EXT.	44339

DATE OF CB MANAGEMENT TEAM (where clearance is required)	
PORTFOLIO HOLDER (Executive reports only)	Cllr

<b>CHECKLIST</b>		
Report checked for accuracy and content	See corporate report writing guidance.	YES
<b>Corporate Implications:</b>		<b>Included/ Not Included</b>
Checked against Council priorities and objectives	Provides value for money options to ensure committed capital funds provide maximum benefit.	
Checked for financial implications	Consultation sent response outstanding	
Checked for legal implications	Consultation sent response outstanding	
Checked for risk management implications	Consultation sent response outstanding	
Checked for staffing and any trades unions implications	Consultation sent and response received from Gordon McFarlane (no comments).	Yes
Checked for equalities and human rights implications	Not consulted	
Checked for community safety implications	Consultation sent response outstanding	
Checked for sustainability/climate change implications	Consultation sent and response received from Stephen Mooring, report amended.	Yes

<b>Consultation with Portfolio Holder</b>	
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<b>(Executive reports only)</b>	
Has the Portfolio Holder been consulted on the report?	
<b>Key Decision? (Executive reports only)</b>	
Is it a key decision? (See definition in Part C2 of the Constitution)	
If a key decision, is it included in the Forward Plan?	
<b>Public or Private?</b>	
Is the report public (Part 1)?	Yes
Or is it confidential/exempt (Part 2)?	
If Part 2, what is the exemption category? Quote which of categories 1-7 in the table below paragraph 10.4.1, Part G2 of the Constitution apply.	
<b>Appendices</b>	
Are there any appendices to the report? If so, are they all listed at the end of the report? (Any appendices not listed will <b>not</b> be included with the agenda papers)	Appendix A – Central Bedfordshire Council Lighting Report – July 2009
<b>Background Papers</b>	
Have any background papers been relied on to a material extent in drafting the report (excluding published works)? If so, have they been listed at the end of the report?  (Note: By law, any papers listed here must be <b>open to public inspection for 4 years</b> ; do not include any confidential papers).	
<b>REPORT SIGN-OFF BY THE DIRECTOR</b>	
<b>I have cleared this report for inclusion on the agenda.</b>	
Name of Director:	
Signed:	Date:

Please send the completed sheet with the draft report **and** any appendices, by the draft reports deadline, to (for Executive) Devina Lester, Senior Democratic Services Officer ([devina.lester@centralbedfordshire.gov.uk](mailto:devina.lester@centralbedfordshire.gov.uk)) or (for other committees) to the relevant Democratic Services Officer.