

**Chief Officer Confirmation of Report Submission  
Cabinet Member Confirmation of Briefing**

Report for: Mayor  Mayor and Cabinet  Mayor and Cabinet (Contracts)  Executive Director

Information  Part 1  Part 2  Key Decision

Date of Meeting 13<sup>th</sup> November 2013

Title of Report Making of Instrument of Government  
The Governing Body of Edmund Waller Primary School

Originator of Report Sue Tipler Ext. 46142

At the time of submission for the Agenda, I confirm that the report has:

Category	Yes	No
Financial Comments from Exec Director for Resources		X
Legal Comments from the Head of Law	√	
Crime & Disorder Implications		X
Environmental Implications		X
Equality Implications/Impact Assessment (as appropriate)	√	
Confirmed Adherence to Budget & Policy Framework		
Risk Assessment Comments (as appropriate)		
Reason for Urgency (as appropriate)		

Signed: Executive Member

*Helena Khan*

Date: 4<sup>th</sup> November 2013

Signed: Executive Director

*Ante Sile*

Date : 1<sup>st</sup> November 2013

**Control Record by Committee Support**

Action	Date
Listed on Schedule of Business/Forward Plan (if appropriate)	
Draft Report Cleared at Agenda Planning Meeting (not delegated decisions)	
Submitted Report from CO Received by Committee Support	
Scheduled Date for Call-in (if appropriate)	
To be Referred to Full Council	