

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

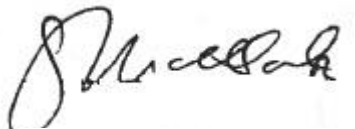
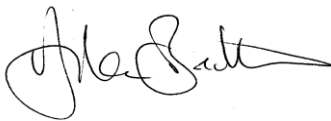
Report for: Mayor   
 Mayor and Cabinet   
 Mayor and Cabinet (Contracts)   
 Executive Director   
 Information  Part 1  Part 2  Key Decision

<b>Date of Meeting</b>	14 <sup>th</sup> February 2018	
<b>Title of Report</b>	Local Assemblies Handbook	
<b>Originator of Report</b>	James Lee, Head of Culture and Community Development	<b>Ext.46547</b>

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		X
Crime & Disorder Implications		
Environmental Implications		
Equality Implications/Impact Assessment (as appropriate)		
Confirmed Adherence to Budget & Policy Framework		
Risk Assessment Comments (as appropriate)		
Reason for Urgency (as appropriate)		

Executive Member  
Signed:  
Date: 2<sup>nd</sup> February 2018

Signed:  
Director/Head of Service  
Date 2<sup>nd</sup> February 2018

**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	