

APPROVAL CHECKLIST

Appendix 1

Item 9G(iv)

PROPOSAL FOR USE OF 'ONE-OFF' RESOURCES IN SUPPORT OF LOCAL PLAN

NAME OF LNP: _____

PRO-FORMA COMPLETED BY: _____

Tel: _____ E-mail: _____

Brief Description of the project
Details of spending proposed, how much is it for?
How does the proposal link to LNP local plans?
Explicit cross referenced link to local plan
How does proposal link to Council Vision 2008?
Explicit cross reference to each of the 10 priorities it relates to and how
Assurance that the proposal is not contrary to Council policy
Explicit statement that the planned spending is not contrary to existing any Council policy
Impact of the proposal?
Who will benefit from this spending, how will they benefit, numbers of people who will benefit, how long will these benefits last

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Value for money?
Are the identified benefits worth the costs to be incurred
Match funding:
Does this proposal attract any match funding (in cash or kind) from council partners or other organisations?
Responsible officer:
If approved, this officer (usually a Service Manager) who will be responsible for ordering the work, spending the money in compliance with the Council's contract and financial procedure rules
Reporting back:
When will money be spent, work be done, impact be felt and reported back to LNP
Also need 'audit trail' to evidence this

This proposal agreed by the LNP on _____

Signed by the LNP Chair _____ Date _____

FOR OFFICE USE: Reference number, expenditure code etc....
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