

Clearing Reports

Background

In line with the Council's Governance arrangements all Committee and Delegated Power Reports (DPRs) must give full consideration to the financial and legal implications to the Council in the short and the long term as well as ensuring best value for money and ensuring the Council's financial regulations and financial procedures are being adhered to.

It is therefore necessary to clear reports with relevant parties, who may include: HB Public Law, Finance, your director/manager and Governance. This document details who you will need to clear your report with. Reports will not be published or processed in any event unless this clearance has been gained.

This document outlines the route you should take for clearing with Finance, Legal and Governance. It also provides a useful flowchart at the end of the document highlighting a high level clearance you should take.

Financial Clearance

There is a two-stage financial clearance process. Committee reports and Full DPRs must be reviewed and cleared by CSG finance and by Commissioning Group Finance.

Once a report has been reviewed by both finance teams, it is vital that all comments made are subsequently incorporated into the report. If significant alterations of a report are required, a further clearance is necessary.

Please note that the clearance of a report is your responsibility, and that you should only confirm that a report is financially cleared to the Governance Team when you are absolutely certain.

All Committee reports must be received a minimum of five days before the final deadline set by Governance (report deadlines can be found on the intranet document on the Governance page).

See [this page](#) for who to contact for finance clearance.

Legal Clearance

It is also essential to get clearance from our legal service team, HB Public Law. As with financial clearance, ensure to send to legal a minimum of five days before the final deadline set by the Governance Service (report deadlines can be found on the intranet document on the Governance page).

Your service area may have specific lawyers that you contact in order to clear reports, so please liaise with your team to see if this is the case before sending to legal.

If you don't have a set lawyer, then please send your report to Jessica Farmer (Jessica.farmer@harrow.gov.uk). In your email please specify the date when you need clearance by.

Other Clearance

It is also essential to clear a Committee report with your Committee Chairman (refer the committees page [here](#)) and also your Chief Officer/commissioning Director/Delivery Unit Director.

With some reports it may be necessary to clear with other parts of the Council. Such departments include:

- Enabling board / delivery board
- Commissioning group
- Equalities and diversity
- HR business partner
- Strategic Procurement

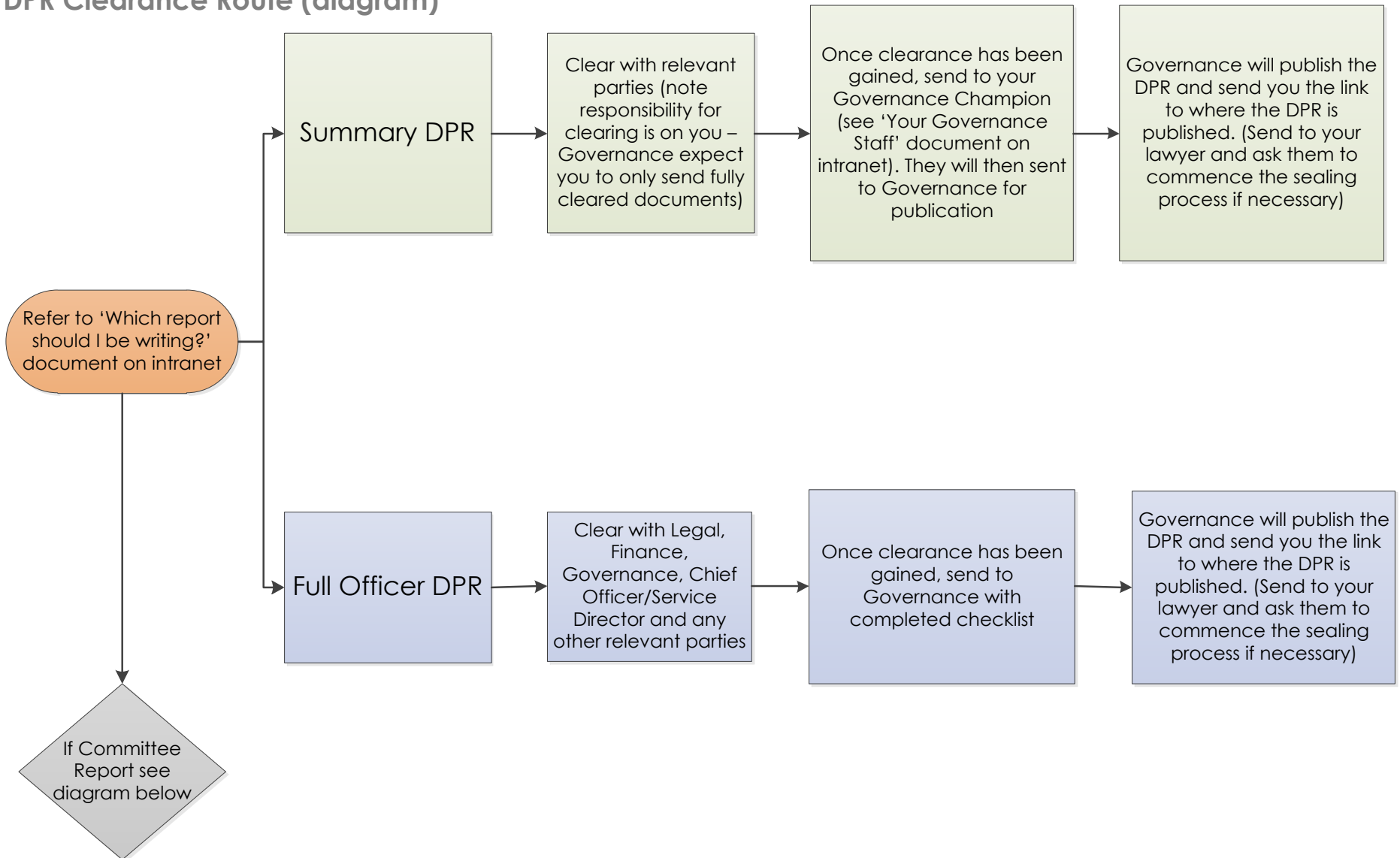
If any of the above are necessary please consult with your manager or your Governance Service link who the best person to contact in these areas is.

Sealing

For the commencement of a contract it is necessary for a DPR to go through the 'sealing process', once it has been fully cleared. Once a DPR has been cleared and published, send the web link where your DPR is published onward to your lawyer. They will then commence the 'sealing process'.

It is necessary for all contracts to be sealed. Please contact your Governance Champion for more information.

DPR Clearance Route (diagram)



Committee Report Clearance Route (diagram)

