**FORM P7: Handover Notes**

(GAO 9.3.10)

This form must be completed by the officer leaving the post; a copy must be given to the Secretary and the officer taking up the post, along with a current copy of the job description for the post.

1. Main activities of the post

| 1. |  |
| --- | --- |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

2. Key stakeholder relations

| 1. |  |
| --- | --- |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

3. Outstanding activities (not reporting) to be completed and when (policy review, travel etc)

|  | **Outstanding activity** | **Due date** |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

4. Reports

|  | **Reports** | **Due date** |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |