

THE CABINET

1. FORM AND ROLES OF THE EXECUTIVE

- 1.1. As agreed by the full Council on 15 February 2001, the form of executive operating in Barnsley is that of Leader and Cabinet. On 17 December 2009 the Council adopted a revised Leader and Cabinet model, as required by the Local Government and Public Involvement in Health Act 2007. Detailed features of the Leader and Cabinet arrangement are set out below.

1.1.1. The Executive Role

- 1.1.2. The Cabinet is responsible for making recommendations to the full Council on the authority's policy and budget framework, and for the coordination and performance of Council services and functions within the agreed policy and budget framework. The Cabinet also approves proposals that fall within the definition of a Key Decision (see section 1.6 below), and which have significant implications for a number of services. Details of Cabinet's decision-making powers are set out in the terms of reference and scheme of delegation contained in the constitution (see section 2 below).
- 1.1.3. In recognition of the need to allow Cabinet to focus on strategic issues, Council agreed to delegate executive decision-making power on more routine issues to the individual Cabinet Spokespersons with responsibility for the service concerned. Cabinet Spokespersons are therefore authorised to take decisions on all matters other than those that are:-
- (a) Executive functions delegated by the Cabinet to officers of the Council;
 - (b) Executive functions that, subject to statute, the authority has resolved should be reserved for determination by full Council, on the recommendation of Cabinet;
 - (c) Executive functions that the authority has resolved should be reserved for determination by Cabinet meeting collectively;
 - (d) Matters reserved by statute for determination by the full Council, or delegated to Regulatory Boards or officers by the full Council; and
 - (e) Executive functions delegated to other bodies under specific statutory provisions.

- 1.1.4. Details of the arrangements for decision-making by individual Cabinet Spokespersons, including relevant procedures, are included in the terms of reference and scheme of delegation referred to above.
- 1.1.5. In recognition of the status of the full Council as the authority's sovereign legislative body, the terms of reference and scheme of delegation provide for the maintenance of a "strong" full Council, by reserving principally for its determination all of those executive functions where this Council has discretion under statute to do so. However, consideration has been given to the statutory guidance, which provides that where these functions - mainly with regard to control of pollution and other environmental protection functions - involve the preparation of a strategic policy for the Council, the draft plan or strategy should be considered in the first instance by the Cabinet.
- 1.1.6. The terms of reference and scheme of delegation also provide that the responsibility for determining the scheme of delegations for functions which are, under statute, not the responsibility of the Executive, will be reserved for full Council, although the Cabinet may make recommendations to the full Council on such delegations.

1.2. Budget Virement

- 1.2.1. It is acknowledged that, in the absence of any delegations, full Council's approval is required for the formation of, and any variation to, the Council's budget and policy framework. In view of this it is provided that, subject to the requirements of Financial Regulations, the following arrangements, determined in consultation with the Executive Director, Core Services, will apply in respect of budget virement:
 - (a) The Chief Executive and Executive Directors shall have delegated authority to vire amounts up to and including £250,000 in any one instance within a service in their respective Directorate budgets for employees, premises, supplies and services, and transport, with the exception of virements affecting expenditure on the sub headings for rates, insurances, planned maintenance, central support charges, administrative building charges, grant aided schemes, energy management, professional fees (for architects, engineers, etc.) and financing charges, subject to the Financial Regulations, which provides for additional exclusions.
 - (b) Individual Cabinet members shall have delegated authority to approve variations and virements at an unlimited amount to overall capital or revenue programmes, provided the cost can be contained within the overall budgetary allocation for the service concerned. However, this is subject to the Financial Regulations and the associated Code of

Practice, which provide for exclusions. Individual Cabinet members also have delegated authority to approve variations to overall capital or revenue programmes by the inclusion of additional schemes funded from whatever source, where that funding has been specifically provided for the scheme in question and the Council has no discretion as to the use of that funding.

(c) Cabinet shall have delegated authority to approve variations to overall capital or revenue programmes in respect of the cost of schemes which cannot be contained within the budgetary allocation for the service concerned, except where this represents a variation to the Council's strategy in establishing the relevant programme.

(d) Authority shall be reserved to full Council to approve variations to overall capital or revenue programmes in respect of the cost of schemes which cannot be contained within the budgetary allocation for the service concerned, where this represents a variation to the Council's strategy in establishing the relevant programme.

1.2.2. As with all aspects of the constitution, virement arrangements will be subject to periodic review.

1.3. Composition of the Cabinet

1.3.1. The Cabinet comprises the Leader of the Council plus eight additional Members. Only elected members of the Council are eligible for membership of the Cabinet. The Cabinet is composed wholly of members of the majority party on the Council, but the membership of most other member bodies of the Council will be broadly proportionate to the political composition of the Council as a whole, as required by the Local Government and Housing Act 1989. The exemptions in relation to political proportionality are the membership of the Area Councils and Ward Alliances (see Section 7), which comprise the members for the relevant electoral wards.

1.3.2. As required by the Local Government and Public Involvement in Health Act 2007, the Council adopted in December 2009 a revised Leader and Cabinet model of executive governance. The 2007 Act requires the appointment of the Leader for a four-year term (starting in May 2010), subject to review should the person appointed cease to be an elected member of the Council during the term or if they no longer command a majority of seats on the Council. The Leader of the Council therefore has responsibility for determining the arrangements for the discharge of executive functions (including the number of Cabinet Spokespersons, the distribution of services between their portfolios, and the delegation of responsibilities), and the appointment of Cabinet Spokespersons. The executive governance arrangements in place before May 2010 have largely been retained following the adoption of the revised arrangements.

- 1.3.3. Each member of the Cabinet has a portfolio, comprising a group of responsibilities and services or issues in which they specialise. A Cabinet Member leads Cabinet discussions on issues relevant to his or her portfolio and takes decisions where appropriate in accordance with the delegated arrangements outlined at paragraph 2.3.1.
- 1.3.4. The allocation of responsibilities and services or issues to each of the portfolios is set out in Part 2 of the Constitution: Terms of Reference of the Cabinet and arrangements for delegated decision making by Cabinet.

1.4. Cabinet Support Members

- 1.4.1. Cabinet Spokespersons are expected to attend every meeting of the Cabinet. However, it is recognised that they may occasionally be absent due to holidays, illness, and any unavoidable commitments that may arise in exceptional circumstances. Previously, this was provided for by the appointment of Deputy Cabinet Spokespersons, which are not permitted in their previous form by the Local Government Act 2000. The legislation does however recognise the value in Cabinet members receiving support from other designated members and makes provision for this. Arrangements have therefore been made for the Leader of the Council to appoint a Cabinet Support Member for Cabinet Spokespersons, with the exception of the Leader and Deputy Leader of the Council.
- 1.4.2. This Member attends Cabinet meetings to speak on behalf of their absent colleague to help the Cabinet in its deliberations but is not able to vote on matters at Cabinet. Cabinet Support members receive the level of officer support consistent with performing this role from time to time. Cabinet Support members also give the Cabinet Spokesperson support in exercising their duties and act as a “sounding board” on developing issues.
- 1.4.3. Unlike Cabinet members, Cabinet Support members are not excluded from membership of Scrutiny Committees, although they should not engage in Overview and Scrutiny matters which relate to the area of their Portfolio. In view of their role, they cannot be required by Scrutiny Committees to give evidence on those matters, nor act as a substitute for a Cabinet Spokesperson in scrutiny proceedings.

1.5. Arrangements for Cabinet Meetings

- 1.5.1. The Cabinet meets on a fortnightly basis on Wednesday mornings and holds other meetings as necessary. Decisions by individual Cabinet Spokespersons will be taken at meetings held specifically for the purpose, as and when required.

- 1.5.2. As far as possible, decision-making both by Cabinet and individual Spokespersons will be based on consideration of written reports. All Cabinet meetings that take formal decisions will be held in public, except for those items which contain Exempt or Confidential Information as defined by Schedule 12A to the Local Government Act 1972, where Cabinet considers that it is in the public interest for those matters to be kept confidential. Meetings held by individual Spokespersons will not be open to the press or public but papers on which those decisions are based will be available for inspection, subject to the exemptions in the 1972 Act referred to above.
- 1.5.3. The Cabinet will occasionally meet in private in order, for example, to develop its proactive member-lead agenda, or to allow Cabinet members to undertake preliminary soundings with colleagues on forthcoming issues. However, these meetings will be purely deliberative, to identify issues for formal consideration at a future meeting to be held in public.
- 1.5.4. The fortnightly frequency for formal Cabinet meetings adopted in September 2001 allows time for the Cabinet and Senior Management Team to develop strategy and corporate management at special meetings for that purpose. In addition, the full Council approved a detailed review of the delegations to officers in October 2003 that reduced the more routine workload of collective Cabinet meetings and established, through detailed terms of reference, a more strategic focus for those meetings. There was a further review, increasing officer delegated limits, in November 2014.
- 1.5.5. The rules for proceedings of meetings of the Cabinet and access to papers are set out in Section 13 of this document.

1.6. Key Decisions

- 1.6.1. Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012, requires each local authority to agree a definition of a “Key Decision”, based on outline guidance in the Regulations. The executive of the local authority is required to set out in a publicly available document (known in Barnsley as the 'Forward Plan') any decision falling within this definition that it is likely to take in the coming four months, as far as it is known. At least 28 days’ notice of a Key Decision must be given.
- 1.6.2. This authority has adopted the following definition of a Key Decision:
 - (a) Any decision relating to the approval of or variation to the Council’s budget and policy framework that is reserved in the Council’s constitution for determination by full Council on a recommendation from Cabinet, subject to the application of virement limits,

or;

(b) Any decision which will result in income, expenditure, or savings, with a gross full year effect of £500,000 or greater, whether or not the item has been included in the relevant approved budget and including the provision by the Council of loans to third parties, with the exception of:

(i) decisions that are a direct consequence of implementing a previous Key Decision, and where it was in the contemplation of members when they made the original Key Decision;

(ii) bids for funding of £500,000 or more made by the Council to third parties, where a further report will be submitted for approval of the scheme should the bid be successful;

(iii) expenditure that is inevitable, as defined by the Executive Director, Core Services ie expenditure which is related to the day to day running of the Council or delivery of its statutory services, which was in the contemplation of officers and members when the budgets were defined and set, subject to best value. Where there is a change to the way the services are being undertaken or the level of expenditure will exceed that which was originally anticipated then further approvals will be sought prior to commitment of additional expenditure in line with delegated approvals.

or;

(c) Any decision which is likely to have a significant positive or negative impact (e.g. in environmental, physical, social, or economic terms) on people living or working in communities in two or more wards. However, matters will not be Key Decisions simply because the result of a decision would be that work would be carried out in two or more wards, for example following the approval of a borough-wide programme of works.

2. TERMS OF REFERENCE

2.1. The Council established the Cabinet as its Executive body within the meaning of the Local Government Act 2000 and regulations made thereunder, to exercise the following functions of the Council:-

(a) To make recommendations on matters reserved for determination by the full Council, as listed in Part III of the Constitution.

(b) To consider matters relating to the overall coordination of Council affairs and approve any action required as a consequence.

- (c) To consider matters relating to the development of the Council's improvement agenda, and approve any action required as a consequence.
- (d) To receive reports monitoring the overall performance of Council services from the External Auditor or arising from external inspection or assessment, and to approve action plans arising therefrom.
- (e) To approve, or approve variations to, strategies and policies, operational plans, programmes, and procedures, which are consistent with the budget and policy framework determined by the full Council.
- (f) To approve variations to overall capital or revenue programmes in respect of the costs of schemes which cannot be contained within the budgetary allocation for the service concerned.
- (g) To approve the allocation of additional funding received from whatever source where that funding has not been provided for a particular purpose (i.e. is not ringfenced) and so the authority has discretion as to its application, and to vary the capital or revenue programme accordingly.
- (h) To receive petitions and references from Scrutiny Committees and Area Councils, and approve any action required in response to these.
- (i) To approve matters that fall within the definition of a Key Decision.
- (j) To nominate or appoint Members to outside bodies, except where the approval of full Council is required.
- (k) To approve the framework and schemes of delegation for partnerships with other local public agencies, private companies, voluntary organisations and community groups for the delivery of services to local people and to report to Council, as appropriate, on the performance of services delivered through such arrangements.

Note: Where a proposal will have a significant impact on a specific ward or wards or a specific parished area, in comparison with the borough as a whole, officers should consult the relevant Local Members and / or Parish / Town Council(s) on those issues prior to the submission of reports to Cabinet for approval, subject to consultation with the relevant Cabinet Spokesperson(s) in order that they may consult Cabinet colleagues, if appropriate.

2.2. Cabinet Portfolios

2.2.1. Leader of the Council:

To appoint the Cabinet and determine responsibility for Executive functions; to appoint Area Council Chairs; to Chair meetings of the Cabinet; to lead on policy and budget matters; responsibility for issues relating to: Community Strategy and Planning; Regeneration (in its broadest sense); Sub-Regional, Regional and European issues.

2.2.2. Deputy Leader of the Council:

To deputise and work alongside the Leader of the Council, including at the Yorkshire Leader's Board, South Yorkshire Mayoral Combined Authority, Integrated Care Partnership, Inclusive Economy Board. Responsibility for levelling up including securing government and private sector investment to deliver capital projects and revenue programmes, direct liaison with Government, strategy and programme development with South Yorkshire Mayoral Combined Authority, spatial and economic strategy, project development and delivery, and asset management., Responsibility for the established policy areas with a focus on outcomes relating to: i) Productivity; ii) Quality of Life; iii) Sense of place; and iv) Local leadership. More broadly Levelling Up activity in the Council will involve joint working across services addressing the twelve ambitions or 'missions' of Levelling Up therefore covering a wide range of domestic social and economic policy: 1) Productivity; 2) Innovation; 3) Transport; 4) Digital; 5) Education; 6) Skills; 7) Health; 8) Wellbeing; 9) Pride in place; 10) Housing; 11) Crime; and 12) Devolution.

2.2.3. Cabinet Spokesperson without Portfolio:

Responsibility for issues relating to: the training and development of Elected Members and the provision of the necessary facilities to perform their duties effectively; Member representation on and attendance at Council bodies and outside organisations; Issues relating to the management and organisation of Cabinet business; Responsibility for issues in the Core Services Directorate relating to the Governance and Member Support business unit.

2.2.4. Core Services Spokesperson:

Responsibility for issues relating to: Taxation and Benefits assessments (including free school meals administration) and Debt Recovery; Commercial and Transactional Services including financial assessments; Accounting, Budgeting and Professional and Specialist Finance; Risk Management, Internal Audit and Corporate Fraud; Corporate Commissioning, Procurement and Contracting; Human Resources and Organisation Development; Business Improvement including Business Intelligence; Customer Resolution, Barnsley 2030 and Policy, Performance and Equalities; Health, Safety and

Emergency Resilience; Support for Overview and Scrutiny; Communications and Marketing; Customer Services/Contact Centre; Customer Services development; Customer Experience and Digital Strategies, web content and design; Information Technology hardware and software development, configuration and maintenance; application training and customer liaison/support; IT procurement; Business analysis; Council's information governance and security; Records Management; Applications Management and Support (web mobile working). Responsibility for Legal Services, Registration Service, Governance and Business Support, Elections & Land Charges, Town Twinning and the Governance support to Joint Authorities, and ceremonial aspects of the Registration Service.

2.2.5. Place Health and Adult Social Care Spokesperson:

Responsibility for issues relating to: Health and Social Care Integration, Adult Assessment and Care Management; Safeguarding and Social Workers; Assessment Care Planning; Self Directed Support Teams; Reviews; Emergency Duty Team; Commissioning; Disable Facilities Grants / Equipment and Adaptations; Independent Living at Home Services, Day Opportunities and Supporting Living, and Carers Support; Sensory Impairment Services.

2.2.6. Public Health and Communities Spokesperson

Responsibility for licensing matters that fall within the purview of the Executive of the Council; issues relating to Public Health Protection, including Regulatory Services, Trading Standards/Environmental Health, including the Dog Warden service, the Core Offer to the Clinical Commissioning Group for Health Care and Health Improvement and Public Health Strategy and Advice. Responsibility for issues relating to Libraries; Welfare Rights, Housing Options; Community Safety and Community Enforcement; Gypsies and travellers; Landlords; Community Safety, Domestic Violence, Victim and Witness Support; Drugs and Alcohol Service, including Prevention; Graffiti Removal; Area Councils and Community Engagement, Volunteering and relationship with Third Sector/Private Sector; Community Health and Wellbeing and Promoting Healthy Lifestyles; Community Cohesion.

2.2.7. Children's Services Spokesperson:

To act as the Designated Leader Member for Children's Services under Section 19 of the Children Act 2004

Responsibility for issues relating to: Education Welfare; Social Care and Safeguarding Quality and Standards; Children's Social Care; Quality Assurance; Access, Assessment, Care Planning and Reviews; Advocacy; Adoption and Fostering; Children's Residential and Leaving Care Service;

Stronger Families; Education Strategic Planning, including School Improvement Strategy; Improvement Advisers and Brokerage; Early Years and Family Information Services; Quality of early years provision and integrated child provision for 2-3 year olds including Children's centres; Special Educational Needs; Outdoor Education; School Admissions; School organisation and school places, including strategies for Academies and Free Schools; School Governor Services; Leaving Care Services; Integrated Youth Services; Youth Council, Youth Voice and Participation.

2.2.8. Environment and Highways Spokesperson:

Responsibility for issues relating to: Bereavement Services; Waste Management and Recycling; Highways and Network Management, Bridges and Footpath Maintenance; Trans Pennine Trail; Street Lighting; Safer Roads/School Crossing Patrol strategy and operations; Drainage and Reservoirs and Flood Management; Transport Strategy including PTE; Transport, including Home to School Travel and Looked After Children and specialist transport, Fleet Management; Street Cleansing, Litter Picking and Fly Tipping; Car Parks and Car Parking; Grounds Maintenance, Horticulture and Arboriculture; Sports and Active Lifestyle; Sustainability and Climate Change; Clean and Green and Parks and Allotments.

2.2.9. Regeneration and Culture Spokesperson:

Responsibility for issues relating to: Support for Business and Start Up, Business Growth and Inward Investment; Regeneration; Worklessness, Skills and Enterprise; Adult Learning and Apprenticeships; Spatial Planning and Infrastructure, including Building Control/Development Control, SYMAS and Highways Development Control; Planning Enforcement; Strategic asset management including acquisition and disposals; Property valuations, condition surveys and management of maintenance; Energy and Carbon management; Tenanted non-residential property management and management of PFI and BSF schools; Community asset transfers and assets of community value; Hybrid mail, parcel services and digital printing; Building support and portage (excluding Records Management); Town Centre Management, including Town Centre Market and strategic market development; District Markets; Housing Strategy and Growth; Private Sector Housing, Affordable Housing and Contract and Client Management for Berneslai Homes; Culture and Visitor Economy

2.3. Protocols and Processes for Delegated Decision-Making by Cabinet Members

- 2.3.1. Cabinet Spokespersons decision making powers are not specified, with the exception of the Leader of the Council's power to appoint Cabinet and Area Council Chairs. Cabinet Spokespersons can approve expenditure from the

approved budget of more than £250,000 but less than £500,000, in addition to any matter not reserved for full Council / Cabinet or delegated to an officer.

- 2.3.2. All delegated decisions will be taken on the basis of written reports, written to the same standards as those submitted for collective Cabinet consideration.
- 2.3.3. In agreeing to any action proposed in the report referred to at 2.3.2 above, the Cabinet Spokesperson concerned must be content that all considerations relevant to the matter in question are covered adequately. The Cabinet Spokesperson places themselves at risk in taking a decision in the absence of full information or advice. Any such decision is likely to be invalid and runs the risk of being challenged legally.
- 2.3.4. Where the Cabinet Spokesperson feels that any matter falling within their delegated powers requires collective Cabinet consideration, the Cabinet Spokesperson concerned may refer the matter to the next available Cabinet meeting for a decision.
- 2.3.5. Where the absence of the relevant Cabinet Spokesperson will lead to an unreasonable delay in taking a decision, the Cabinet Spokesperson without Portfolio, the Deputy Leader, or the Leader (in that order) are authorised to determine the matter delegated to that Member. In such cases, these Members must exercise the responsibilities of the Cabinet Spokesperson set out at 2.3.3. These arrangements also apply where the relevant Cabinet Spokesperson has a pecuniary or non-pecuniary interest in the matter under consideration.
- 2.3.6. The Chief Executive and Executive Directors are responsible for ensuring that reports emanating from their service areas for consideration under this procedure are complete. They are responsible for ensuring that all appropriate consultations have been undertaken, bearing in mind the subject of the matter, and that the consultees have been given adequate time to respond.
- 2.3.7. Anyone consulted on a particular report is responsible for ensuring that an appropriate response is made within the consultation deadline. Anyone consulted on a particular issue will have the right to attend meetings with the Cabinet Spokesperson concerned at which the particular decision is to be taken if they feel this is necessary to emphasise any points of detail made in the consultation response.
- 2.3.8. Completed reports will be the subject of consultation with the relevant core officers on the basis of implications raised by the report, with reports also brought to the attention of all Senior Management Team members (SMT), to verify that reports are complete prior to submission for decision.

- 2.3.9. Decisions taken under this procedure will only be taken at meetings formally organised for that purpose. The meetings will be organised by the relevant Cabinet Members PA, in consultation with Chief Executive or Executive Directors, as appropriate, and may best be incorporated into the regular briefing meetings. Decisions made at meetings that have not been properly notified will be considered invalid.
- 2.3.10. The Chief Executive or Executive Directors, as appropriate, will be responsible for ensuring that appropriate records of individual Cabinet Spokespersons decisions are passed to the Service Director Governance and Member Support, who will in turn ensure that a formal record of the decision made is reported to Cabinet once the relevant Call-In period for any item has expired.
- 2.3.11. The Service Director Law and Governance will make arrangements to circulate the record of Delegated Decisions to all Members of Council and media contacts on a weekly basis, for decisions in the preceding week. Members will be able to request from the Service Director Governance and Member Support copies of relevant reports considered by Cabinet Members in taking decisions. This information will also be available to the public and press in accordance with the Access to Information and Freedom of Information procedures, subject to the relevant qualifications on exempt and confidential information.
- 2.3.12. The Overview and Scrutiny Committee will be able to review delegated decisions on the same basis as collective Cabinet decisions. The Call- In procedure will also apply where decisions have not been implemented, as described below.

2.4. Process

- 2.4.1. The report originator prepares a draft report and initiates consultation with relevant officers in line with the Report Writing Guidelines.
- 2.4.2. Following consultation, the report originator passes the report, together with a completed form at Annex A, to the Chief Executive or Executive Director, as appropriate, who will certify that the report is complete.
- 2.4.3. The Chief Executive or Executive Director, as appropriate, will refer the report by email to the Service Director Law and Governance at governance@barnsley.gov.uk
- 2.4.4. The Service Director will check the reports to confirm that the appropriate core officers have been consulted on the basis of implications raised by the report. Reports will be emailed to these officers with a request that they confirm this within 3 working days.

- 2.4.5. Reports will be emailed to other Senior Management Team (SMT) members at the same time. This will provide transparency that the process is operating effectively and allow any good practice arising from the report to be shared. SMT members will have the option of asking for the report to be discussed at the next SMT meeting.
- 2.4.6. In the event that no comments are received within the timescale, then the report will be considered to be cleared to go forward to the Cabinet Spokesperson, with SMT and the relevant Service Director/officer notified accordingly.
- 2.4.7. Any comments received will be referred to the relevant officers for action and the progress of the report delayed until this is resolved. Confirmation of the resolution of any issues should be given to the Service Director Law and Governance by email to the governance@barnsley.gov.uk mailbox so that the report can then progress. If amendments to the report are required, a revised version should be provided at the same time.
- 2.4.8. The Service Director Law and Governance will arrange for delegated reports to progress to the Spokesperson for approval at the next available briefing, in consultation with Directorate staff as appropriate.
- 2.4.9. The Cabinet Spokesperson considers the documentation, in the presence of the report originator and any other supporting officer who wishes to make comments on the issue and satisfies themselves that the action proposed in the report is appropriate. If content, the Cabinet Spokesperson signs off the form covering the report to give approval to the proposed action.
- 2.4.10. Following approval, the relevant officer will arrange for signed reports to be passed to the Service Director Law and Governance. The Service Director will arrange for all Elected Members to be notified of the decision, with copies of relevant reports, by email. Members will have 3 working days to exercise the opportunity to Call-In the matter for review by the Overview & Scrutiny Committee if the proposal has not been implemented, in line with current arrangements.
- 2.4.11. If no Call-In request is received, the relevant officers will be advised that the decision can be implemented. Alternatively, the normal approach on review following Call-In will apply.
- 2.4.12. Each Friday, the Service Director Law and Governance will arrange for a composite record of all decisions made in the preceding week. This will be submitted to Cabinet for information at the next available meeting and be circulated to all Members of Council and media contacts.

CABINET SPOKESPERSON FOR [INSERT PORTFOLIO]

Record of a decision taken on [insert date] Subject

(Brief description of the issue - attach detailed reports or appendices if necessary)

Key Risks Associated with the Proposed Action

(Give details)

Recommendation

(As report)

Certification by (Chief Executive or Executive Director - insert as appropriate).
Report cleared for consideration by Cabinet Spokesperson

.....

.....

Signed

Date

Decision / Comments of the Cabinet Spokesperson

Recommendation Approved / Not Approved * by Cabinet Spokesperson (*delete as appropriate)

.....

.....

Signed

Date