Cabinet Report Process

Further decisions (e.g. Contract Awards) to be published as Officer / Cabinet Decision through Executive Decision Process

Amendments to the Capital Programme through Leaders Executive Decision

For Capital Programme Items consider CCB schedule

Construct Business Case where applicable

Departmental Management Team (Meeting)

Consult Portfolio Holder (If unaware)

Consult Democratic Support for Governance Timeline

Complete Forward Plan Template if a Key Decision

Prepare Report

Comply with Departmental Procedures / Inform Director

Complete CMT Reporting Template If required @ CMT

Corporate Management Team (Meeting)

Prepare Committee Report

Cabinet Planning

Cabinet

If not called in decision to be implemented

Decision Published for call-in period (7 Days)

If called in referred to a scrutiny meeting

Consider whether a PART II report is required

See Forward Plan template (Document Library)

Use Committee Template (Document Library)

Use CMT Reporting Template (Document Library)

Consider Pre-Decision Scrutiny

Use Committee Template (Document Library)

Use Committee Template (Document Library)