

## PROTOCOL FOR HANDLING REPORTS FROM SELECT, LOCAL AND OTHER COMMITTEES TO THE CABINET

Article 6.04 2 (b)(ii) of the Constitution (Cabinet Procedure Rules) states that 'the business at Cabinet meetings will include consideration of reports from select committees, local committees and any other committees of the Council, where the subject matter relates to more than one portfolio area or as determined by the Leader, and reports from borough/district scrutiny committees on matters relating to a Local Area Agreement improvement target ...' and that 'the Cabinet will always formally respond to reports and recommendations made to it by any committees of the Council.'

Article 6.04 2 (e)(ii) of the Constitution states that 'the business at Cabinet Member meetings will include consideration of reports from select committees, local committees, any other committees of the Council where the subject matter relates to the Cabinet Member's portfolio area....' and that 'the Cabinet Member will always formally respond to reports and recommendations made to him/her by any committees of the Council.'

The Cabinet/Cabinet Member, in responding, should:

- (1) Refer to all recommendations individually.
- (2) Include mechanism and timescales for implementation where appropriate.
- (3) If recommendations are not agreed, give reasons for this.
- (4) Ensure that responses to reports and recommendations of committees are made within two months of receipt of the report.
- (5) Ensure that responses to reports from borough/district scrutiny committees on matters relating to a Local Area Agreement improvement target are made within two months.

Committees, in submitting reports and recommendations to the Cabinet or Cabinet Member, should:

- (1) In making recommendations ensure any actions required are specific.
- (2) Identify any resource implications and specify timeframe.
- (3) Monitor progress against any agreed actions to ensure effective implementation.