

## **PROTOCOL FOR HANDLING REPORTS FROM SELECT COMMITTEES 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 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 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 and 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 details of the 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 are made within two months of receipt of the report.

Boards and committees submitting reports and recommendations to the Cabinet or Cabinet Member should:

- (1) 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.