

RACI: Cabinet governance and papers

Item	Responsible	Accountable	Contributor	Informed
L&P Cabinet Forward Plan - Planning and schedule	<ul style="list-style-type: none"> Patricia Barry 	<ul style="list-style-type: none"> Assistant Directors 	<ul style="list-style-type: none"> Exec. Director 	<ul style="list-style-type: none"> Cabinet Member for Property Democratic Services Service
Stakeholder consultation - Heads of Service - Cabinet Members / Local Members - Partners and external organisations	<ul style="list-style-type: none"> Contract Manager 	<ul style="list-style-type: none"> Client Account Manager Service Lead 	<ul style="list-style-type: none"> Project and Support teams as required 	<ul style="list-style-type: none"> Exec. Director for Resources Patricia Barry Assistant Directors
Governance map - Process management - Liaison with: <ul style="list-style-type: none"> Meeting administrators S151 Finance Officer Legal Officer Services Cabinet Members Democratic Services 	<ul style="list-style-type: none"> Diane Wilding 	<ul style="list-style-type: none"> Pauline Armstrong / Eva Webb 	<ul style="list-style-type: none"> Michael Cox 	<ul style="list-style-type: none"> Patricia Barry Assistant Directors
Checklist - Draft > Final version	<ul style="list-style-type: none"> Senior Responsible Officer 	<ul style="list-style-type: none"> Author (Client Account Manager and/or Contract Manager) 	<ul style="list-style-type: none"> Service Finance 	<ul style="list-style-type: none"> Patricia Barry Exec. Director for Resources Service(s)
Checklist - Process management	<ul style="list-style-type: none"> Diane Wilding 	<ul style="list-style-type: none"> Pauline Armstrong Eva Webb 	<ul style="list-style-type: none"> Author 	<ul style="list-style-type: none"> Patricia Barry Assistant Director
Checklist - Sign-off management - Liaison with: <ul style="list-style-type: none"> Exec. Director for Resources Cabinet Member for Property Democratic Services 	<ul style="list-style-type: none"> Diane Wilding 	<ul style="list-style-type: none"> Pauline Armstrong Eva Webb 	<ul style="list-style-type: none"> Author 	<ul style="list-style-type: none"> Patricia Barry Assistant Director Exec. Director for Resources Cabinet Member for Property Democratic Services

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Cabinet Paper - Draft > Final version	<ul style="list-style-type: none"> Senior Responsible Officer 	<ul style="list-style-type: none"> Author (Client Account Manager and/or Contract Manager) 	<ul style="list-style-type: none"> Service Finance team S151 Finance Officer Legal Officer 	<ul style="list-style-type: none"> Patricia Barry Assistant Director Exec. Director for Resources Other Cabinet Members as necessary Local Member(s) as necessary Other Stakeholders (e.g. local community organisations) as necessary
Cabinet Paper - Process management	<ul style="list-style-type: none"> Diane Wilding 	<ul style="list-style-type: none"> Pauline Armstrong Eva Webb 	<ul style="list-style-type: none"> Author 	<ul style="list-style-type: none"> Patricia Barry Assistant Director
Cabinet Paper - Proof-reading and spell-check	<ul style="list-style-type: none"> Pauline Armstrong 	<ul style="list-style-type: none"> Eva Webb 	<ul style="list-style-type: none"> Support Team 	<ul style="list-style-type: none"> Author
Cabinet Paper - Sign-off management - Liaison with: <ul style="list-style-type: none"> S151 Finance Officer Legal Officer Exec. Director for Resources Service Cabinet Member for Property Other Cabinet Members as necessary Democratic Services 	<ul style="list-style-type: none"> Diane Wilding 	<ul style="list-style-type: none"> Pauline Armstrong Eva Webb 	<ul style="list-style-type: none"> Author 	<ul style="list-style-type: none"> Patricia Barry Assistant Director Exec. Director for Resources Other Cabinet Members as necessary Democratic Services