

## **Policy Development/project items**

Policy development item presented in early stages for Panel comments –

Scenario 1) When it is a workshop or information gathering session, Cabinet members would present their thoughts/ideas/report whereupon a discussion could take place, officers would facilitate that discussion.

Scenario 2) When it is a draft report in early stages - Cabinet Member to present report being put forward in their name and to be present to discuss the issue and any comments made – Officers to be present for detail and how it would be delivered. (examples of this have been Tuesday and Saturday Market Place, and Town Hall reports)

The Panel/Committee would make comments in recommendations which would then be taken into account/included in second drafting.

A Panel could request the review of the item at a later date when in operation for a period of time, or reviewing the project and lessons learned. – Added to work programme if agreed.

Second drafting – Cabinet Member to present report to Cabinet – attended by Officers for detail. Panel Chairman or representative should be there to present the views of the Panel to Cabinet when they are considering the item.

## **Cabinet reports**

If a Cabinet report is presented to a Panel or Committee it would be expected that the Cabinet Member would be in attendance to present the report as it is being put forward in their name. Officers to be present for detail.

If the Panel/Committee wishes to make comments on the report, particularly if they would like to see changes to the report, rather than just supporting the recommendations, it is expected that the Chairman or their representative attend the Cabinet meeting and put the points of the Panel or Committee across.