



CABINET

Date: []day, [] 2015

Time: []

Venue:

Contact Officer:

Tel: 0151

e-mail: []@wirral.gov.uk

Website: <http://www.wirral.gov.uk>

AGENDA

1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST
2. MINUTES
3. LEADER'S UPDATE
4. CABINET MEMBER REPORTS
5. EXECUTIVE KEY DECISIONS TAKEN UNDER DELEGATED POWERS
7. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)
8. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC

The following items contain exempt information.

RECOMMENDATION: That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part I of Schedule 12A (as amended) to that Act. The Public Interest test has been applied and favours exclusion.

9. [ITEM]
10. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 2)

CABINET REPORT TEMPLATE



| | |
|--|---|
| <p>PHOTOGRPAH</p> <p>[CABINET MEMBER NAME]</p> | <p>[CABINET]</p> <p>[DATE]</p> <p>[TITLE OF SUBJECT MATTER]</p> |
|--|---|

Councillor [insert name and title], said:

REPORT SUMMARY

[

RECOMMENDATION/S

[Starting on a separate page]

SUPPORTING INFORMATION

- 1.0 REASON/S FOR RECOMMENDATION/S
- 2.0 OTHER OPTIONS CONSIDERED
- 3.0 BACKGROUND INFORMATION
- 4.0 FINANCIAL IMPLICATIONS
- 5.0 LEGAL IMPLICATIONS
- 6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS
- 7.0 RELEVANT RISKS
- 8.0 ENGAGEMENT/CONSULTATION
- 9.0 EQUALITY IMPLICATIONS

REPORT AUTHOR: *(Name)*
 (Designation)
 telephone: (0151)
 email: xxxxx@wirral.gov.uk

APPENDICES

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

| Council Meeting | Date |
|-----------------|------|
| | |

CABINET MINUTES TEMPLATE
CABINET
[DATE]

Present

Councillors:

Apologises

Councillors:

1. **MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**
2. **MINUTES**

[PORTFOLIO TITLE]

3. **[Title of Agenda Item]**

| | |
|-------------------|---|
| PHOTOGRPAH | [Insert quote by Cabinet Member] Councillor [Name of Cabinet Member] |
|-------------------|---|

Reason(s) for Decision(s):

Decision:

Purpose:

4. **[Next Agenda Item]**

COMMITTEE REPORT TEMPLATE

WIRRAL COUNCIL

[COMMITTEE]

[DATE]

| | |
|--------------|--|
| REPORT TITLE | |
| REPORT OF | |

REPORT SUMMARY

RECOMMENDATION/S

[Starting on a separate page]

SUPPORTING INFORMATION

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