Committee Papers

Minute to [xx] cabinet committee   
For the meeting of [date]

# Subject:

[insert]

# Purpose:

Clearly and concisely state the aim of the Minute. Why are you sending the Minute to the Cabinet Committee?

# Recommendation:

That the Cabinet Committee agree to:



# Background :

* Provide a summary of events leading up to the Minute being presented to the Committee

# Issues and Supporting Information:

* Identify, examine and analyse the issues for consideration and determination.

# Options:

The following options are available for consideration:

* Option 1: [insert]
* Option 2: [insert]

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Department** | **Contact** |
| **Prepared by** |  |  |  |
| **Cleared by** |  |  |  |