

Written statement of a non-key decision
Cabinet member finance and corporate services

Title	Writing and Publishing Council Plans, Policies and Procedures
Decision maker	Cabinet member finance and corporate services Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251
Date of decision	
Report exemption class	Open
Purpose	To seek agreement on the approach to the production and publication of plans, policies and procedures produced by the council. To include a framework for producing policy documents whilst recognising the purpose and intended audiences will influence different requirements. The report also covers the publishing of documents that meet the accessibility standards required by law.
Decision	To seek agreement on the approach to the production and publication of plans, policies and procedures produced by the council. To include a framework for producing policy documents whilst recognising the purpose and intended audiences will influence different requirements. The report also covers the publishing of documents that meet the accessibility standards required by law.
Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?Id=I50034781 [Please delete the 'I' between =I# above and delete this message]
Options considered	No decision made.
Declarations of interest (see below)	
Call-in expiry date (decisions are not subject to call-in where special urgency)	

provisions apply)	
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Councillor:	Date
Cabinet member finance and corporate services (Councillor Liz Harvey) / Leader of the Council (Councillor David Hitchiner)	
[Please amend / delete as appropriate, including this message]	

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;

and

- in respect of any declared conflict of interest, a note of dispensation granted.