

## WRITTEN STATEMENT OF A NON-KEY DECISION

### CABINET

<b>ITEM:</b>	<b>RECORDING CABINET DECISIONS</b>
Members Present:	Councillors RJ Phillips (Chairman), Mrs O Barnett, P Edwards, Mrs J French, GV Hyde, C Mayson, DW Rule, R Stockton, B Wilcox, M Wilson
Date of Decision:	23rd October, 2003
Purpose:	To approve the method and format of recording decisions taken by Cabinet.
<b>Decision:</b>	<p><b>THAT (a) the revised Written Statements of Decision as set out at Appendix 1 be approved;</b></p> <p><b>(b) Cabinet Bulletins be continued and expanded, with provision being made for exempt information to be recorded in a Restricted Appendix; and</b></p> <p><b>(c) Notes of Cabinet meetings be discontinued.</b></p>
Reasons for the Decision:	To provide a comprehensive record of proceedings of Cabinet meetings including statutory requirement, attendees, information items and exempt information.
Options Considered:	To continue the existing arrangements.
Declaration of Interest:	None.

<p><b>RJ PHILLIPS:</b>.....</p> <p><b>LEADER OF THE COUNCIL</b></p>	<p>Date:.....</p>
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