

### Cabinet Member with Responsibility Briefings

- Consistently rebadged CMR briefings are to take place **quarterly**
- CMRs to review and decide with Directors on any '**joint CMR**' briefings
- **Dates of briefings to be set a year in advance by relevant Directorates**, added to the main meetings programme and only re-arranged in exceptional circumstances
- **1 Scrutiny member (anticipated to be the relevant lead scrutineer/Panel Chairman) and 1 or 2 representatives from each opposition political Group** to be nominated to attend (with the possibility of a nominated substitute)
- **Expectation of regular attendance** from nominees. Irregular attendance (50% or under) reported back to nominating Group leader or Chairman and Vice-Chairman OSPB
- **CMR to chair** and drive the meeting and set the agenda in advance
- **Agenda circulated in advance** by relevant Director as far as practicable 5 working days before the meeting
- **Standard items** to include high-level reports on relevant **budget** performance, **transformation** progress, and **service performance** data. Don't re-invent the wheel but re-use it
- Member attendees may request to **add an agenda item** at least 10 working days before the meeting
- **CMR can cancel** a particular meeting in advance if low attendance anticipated (under half of member attendees) or if insufficient agenda items to justify the meeting
- **Expectation that member attendees feed back** to their nominating Scrutiny Panel/Political Groups
- **No parochial items or discussion** permitted at the CMR briefings
- **Officer attendance** limited to Director or nominee covering the service area/s, or others by specific invitation to assist with agenda items. No taxi rank of officers attending in case questions arise in their area.
- Directorate officers take brief **notes of, or action points from, meetings**, circulated as far as practicable within 10 working days
- **Notes** placed on appropriate **intranet site** to allow Member access
- **Review** effectiveness of CMR briefing process within 12 months.

### Cabinet Member with Responsibility Briefings – List of Representatives

Area of Focus	CMR	Strategic Director	Scrutiny Lead Member	Unity Group	GAIA
Children and Families/Education	Steve Mackay Children and Families Tracey Onslow Education	Tina Russell	David Chambers	Dan Boatright-Greene Mel Allcott	Matt Jenkins
Adult Social Care	Adrian Hardman Adult Social Care	Mark Fitton	Shirley Webb	Lynn Denham Andy Fry	Matt Jenkins
Health and Well Being	Karen May Health and Well Being	Lisa McNally	Brandon Clayton	Lynn Denham Mel Allcott	Natalie McVey
Environment and Highways/Transport	Richard Morris Environment Mike Rouse Highways & Transport	John Hobbs	Alastair Adams	Dan Boatright-Greene Mel Allcott	Beverley Nielsen
Communities	Marcus Hart Communities	Mark Fitton	Emma Stokes	Richard Udall Mel Allcott	Natalie McVey
Open for Business	Marc Bayliss Economy, Infrastructure and Skills	John Hobbs	Matt Dormer	Richard Udall Mel Allcott	Martin Allen
Corporate Services & Communication; Finance	Adam Kent Corporate Services and Communication	Andrew Spice  Phil Rook	Emma Stokes	Richard Udall Luke Mallett	Tom Wells

	Simon Geraghty Finance				
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