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[Security classification – minimum of In Confidence required]

Office of the Minister X

Chair, Cabinet X Committee

The Title of the Policy Paper Here

Proposal

- 1 State the proposal at the beginning of the paper in one or two sentences. Succinctly state what Ministers are being asked to consider or decide. Do not list the recommendations.

Executive Summary

- 2 An executive summary must be provided if the paper, including appendices that must be read to understand the issues, is more than four pages long, or if the paper is particularly complex. An executive summary should be brief and succinctly explain the main issues.

Background

- 3 Background information should cover such things as:
 - 3.1 a brief explanation of the reasons for the paper (for example, government policy, need to respond to external factors);
 - 3.2 reference to previous Cabinet or committee decisions (it may not be necessary to restate in full all of the previous decisions as an accurate summary will often suffice - always quote the most relevant Cabinet or committee minute reference, e.g. CAB-15-MIN-0035, or, where the Cabinet minute confirms decisions made by the Cabinet committee, quote the appropriate Cabinet committee minute reference of the decision e.g. SOC-15-MIN-0066;
 - 3.3 a summary of developments.

Comment

- 4 This is the main body of the paper. It should provide the detail required for Ministers to understand the proposal.
- 5 Confine comment to essential information and argument that supports the recommendations and facilitates good decision making. Lengthy, complex and detailed arguments may not be read or understood.
- 6 Comment should, however, state the need for the proposed changes and, as appropriate, set out alternatives and arguments for and against.

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G Orfield



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