

From: James, Christopher (OFMCO - Cabinet Division)
Sent: 05 December 2017 12:06
To: LGFP Ministerial Correspondence
Cc: DS Cabinet Secretary for Local Government and Public Services; DS Cabinet Secretary for Finance
Subject: Request for advice on appropriateness of Ministerial attendance – DC/ARD/05126/17 Due: 13/12/2017

Please find attached a diary request for Alun Davies from Cllr Aaron Shotton and Colin Everett

Please provide advice on the appropriateness of ministerial acceptance of this request in the form of a minute of advice, to the Diary Secretary (**Via the DS mailbox NOT CORRESPONDENCE MAIL**) by 5 pm on 13/12/2017

<<Doc 14>> <<Doc 15>> <<Doc 16>> <<Doc 17>>

Please ensure that your advice considers the communications benefits of undertaking this engagement by consulting with your departmental Head of Communications and / or press office as appropriate

We only generally require a minute of Advice and have provided a template for this purpose. However if you judge that a standard reply will not be suitable, or that the letter is likely to deal with contentious issues, please provide a draft reply. Please refer to the Intranet Guidance (link below) to see what information should be covered in this advice, and for guidance on if you should include a draft reply

<https://documents.hf.wales.gov.uk/xclient/id:A707144>

If this correspondence is not for your Division, please transfer it to the relevant Head of Division. YOU ARE RESPONSIBLE FOR ARRANGING THIS TRANSFER Guidance is available at the following

link: <https://documents.hf.wales.gov.uk/xclient/id:A729253>

Details of individual ministers' preferences can be found here:

<http://intranet/English/Ministers/MinIndPref/Pages/Welcome.aspx>