The Cabinet Appointments and Honours Committee (APH) is the first formal consideration by Ministers collectively.

Once the paper is lodged in Cabinet Office, COMU has no role until decisions of APH have been formally communicated by the issue of a minute.

However, COMU should keep a close watch on proceedings and should attend outside the Cabinet Committee room while the APH meeting is in progress. This will enable Ministers to come out of the meeting and seek clarification of matters being discussed. It may also give an opportunity to obtain from the Minister, or Cabinet Office staff, an early indication of the outcome of the APH consideration.

If it is not possible to obtain the decisions directly after the meeting, that information will have to be sought from the private secretary, who will need to be briefed by the Minister on the outcome of the meeting.

The only authoritative source recording the outcome of a Cabinet Committee is the formal minute issued by the Committee secretary. Cabinet Office will typically issue a minute within two days of the APH meeting. One original copy of the minute will be provided to the responsible Minister and one copy will come to the Treasury. The Treasury copy will be received by Ministerial Services and saved on the system. Ministerial Services will notify the Appointments and Governance team of the arrival of a Cabinet minute in the same way as for other reports returned from a Minister’s office.