# Meeting instructions

The Prime Minister chairs Cabinet meetings. Their aim is to guide Cabinet towards reaching a consensus decision on the policy proposal. This means all members of Cabinet agree with the decision.

Reaching a consensus is not always easy. It requires active listening, respectful debate and compromise. Using the agenda below, the Prime Minister will guide your team towards reaching a consensus.

## Agenda for the meeting

1. The policy proposal is introduced. The Prime Minister will explain the aims and outcomes of the proposed policy.
2. Each minister is asked to state their position on the proposal and to explain the main reason why they do or don’t support it. The Prime Minister takes a note of the arguments for and against the proposal as they are raised by each minister.
3. The Prime Minister summarises Cabinet’s position on the proposal so far. What are the main benefits of the proposal? What are the disadvantages?
4. The meeting is suspended for a few minutes. The Prime Minister asks ministers to further discuss the issue in small groups or pairs. The aim is to negotiate, not argue. You should ask questions to better understand the point of view of others and look for common ground.
5. The Prime Minister restarts the meeting. Ministers will be asked if they have changed their position on the proposal.
6. Vote on the proposal. You can do this through a show of hands.

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| If a majority of ministers support the decision …**Great! The policy proposal can now be put to all the members of the government to decide if it should become government policy.**However, a consensus would be even better. Ask Cabinet if changes could be made to the proposal so all members can agree to it. | If a majority of ministers do not support the decision …**That’s a shame. The Prime Minister wants this policy to go ahead but the support of a majority of Cabinet is needed.**Can changes be made to the proposal so all members can agree to it?Take a second vote to see if Cabinet will now support the proposal. |