

From: Peter Sass, Head of Democratic Services

To: Environment & Transport Cabinet Committee – 22 July 2014

Subject: Work Programme 2014/15

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: Standard item

**Summary:** This report gives details of the proposed work programme for the Environment & Transport Cabinet Committee.

**Recommendation:**

The Environment & Transport Cabinet Committee is asked to consider and agree its work programme for 2014/15 as set out in Appendix A to this report.

## 1. Introduction

(1) The proposed Work Programme has been compiled from items on the Forthcoming Executive Decision List; from actions arising from previous meetings, and from topics identified at agenda setting meetings, held 6 weeks before each Cabinet Committee meeting in accordance with the Constitution and attended by the Chairman, the Vice Chairman and 3 Group Spokesmen, Mr Baldock, Mr Caller and Mr Chittenden and Mr Brazier and Mr Hill.

(2) Whilst the Chairman, in consultation with the Cabinet Member, is responsible for the final selection of items for the agenda, this item gives all Members of the Cabinet Committee the opportunity to suggest amendments and additional agenda items where appropriate.

## 2. Terms of Reference

(1) At its meeting held on 27 March 2014, the County Council agreed the following terms of reference for the Environment & Transport Cabinet Committee:

‘To be responsible for the majority of the functions that fall within the responsibilities of the Director of Highways, Transportation and Waste and Director of Environment Planning and Enforcement and which sit within the Growth, Environment and Transport Directorate’.

The functions within the remit of this Cabinet Committee are:

### **Highways Transportation & Waste**

Highway Operations  
Programmed Works  
Transportation  
Public Transport  
Future Service Improvement  
Contract Management  
Waste Resource Management  
Road Safety including Road Crossing Patrols

### **Environment, Planning & Enforcement**

Sustainability and Climate Change  
Heritage Conservation  
Country Parks  
Strategic Transport Planning  
Regulatory Services-Including Public Rights of Way & Access  
Trading Standards  
Coroners  
Kent Scientific Services & Countryside Management Partnerships  
Flood Risk and Natural Environment  
Environment programmes  
Community Safety & Emergency Planning including Community Wardens  
Gypsy and Traveller Unit  
Local Development Plans

(2) Further terms of reference can be found in the Constitution at Appendix 2 Part 4 paragraph 21 and these should also inform the suggestions made by members for appropriate matters for consideration.

### **3. Work Programme 2014/15**

(1) An agenda setting meeting was held on 19 June 2014, when Mrs Stockell, Mr Balfour and Mr Chittenden were present and at which items for this meeting's agenda were agreed. The Cabinet Committee is requested to consider and note the items within the proposed Work Programme, set out in Appendix A to this report, and to suggest any additional topics that they wish to be considered for inclusion to the agenda of future meetings.

(2) When selecting future items the Cabinet Committee should give consideration to the contents of performance monitoring reports. Any 'for information' or briefing items will be sent to Members of the Cabinet Committee separately to the agenda or separate member briefings will be arranged where appropriate.

### **4. Conclusion**

It is vital for the Cabinet Committee process that the Committee takes ownership of its work programme to help the Cabinet Member to deliver informed and considered decisions. A regular report will be submitted to each meeting of the Cabinet Committee to give updates of requested topics and to seek suggestions for future items to be considered. This does not preclude Members making requests to the Chairman or the Democratic Services Officer between meetings for consideration.

## **5. Recommendation**

The Environment & Transport Cabinet Committee is asked to consider and agree its work programme for 2014/15 as set out in Appendix A to this report.

## **6. Background Documents**

None.

## **7. Contact details**

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