

From: John Lynch, Head of Democratic Services

To: Growth, Economic Development and Communities Cabinet Committee
– 6 September 2017

Subject: Work Programme 2017/18

Classification: Unrestricted

Past and Future Pathway of Paper: Standard agenda item

Summary: This report gives details of the proposed work programme for the Growth, Economic Development and Communities Cabinet Committee.

Recommendation: The Growth, Economic Development and Communities Cabinet Committee is asked to consider and agree its Work Programme for 2017/18.

1. Introduction

- 1.1 The proposed Work Programme, appended to the report, has been compiled from items in the Future Executive Decision List and from actions identified during the meetings and at agenda setting meetings, in accordance with the Constitution.
- 1.2 Whilst the Chairman, in consultation with the Cabinet Members, is responsible for the programme's fine tuning, this item gives all Members of this Cabinet Committee the opportunity to suggest amendments and additional agenda items where appropriate.

2. Work Programme 2017/18

- 2.1 The proposed Work Programme has been compiled from items in the Future Executive Decision List and from actions arising and from topics, within the remit of the functions of this Cabinet Committee, identified at the agenda setting meetings [Agenda setting meetings are held 6 weeks before a Cabinet Committee meeting, in accordance with the Constitution].
- 2.2 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 to be considered at future meetings, where appropriate.
- 2.3 The schedule of commissioning activity which falls within the remit of this Cabinet Committee will be included in the Work Programme and considered at future agenda setting meetings to support more effective forward agenda planning and allow Members to have oversight of significant services delivery decisions in advance.
- 3.5 When selecting future items, the Cabinet Committee should give consideration to the contents of performance monitoring reports. Any 'for information' items will be sent to Members of the Cabinet Committee separately to the agenda and will not be discussed at the Cabinet Committee meetings.

4. Conclusion

- 4.1 It is vital for the Cabinet Committee process that the Committee takes ownership of its work programme 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 Growth, Economic Development and Communities Cabinet Committee is asked to consider and agree its Work Programme for 2017/18.

6. Background Documents: None

7. Contact details

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**GROWTH, ECONOMIC DEVELOPMENT AND
COMMUNITIES CABINET COMMITTEE
WORK PROGRAMME 2017/18**

(Members agreed that the number of jobs being created through the work being undertaken in the reports presented to the Cabinet Committee should appear at the top of each report where appropriate)

STANDARD AGENDA ITEMS	
Item	Cabinet Committee to receive item
Portfolio Dashboard	At each meeting
Budget Consultation	Annually (November/December)
Final Draft Budget	Annually (January)
Annual Equality and Diversity Report	Annually (September)
Risk Register – Strategic Risk Register	Annually (March)
Directorate Business Plan	Annually (March)
Work Programme	At each meeting

Tuesday 21 November 2017

- Declarations of interest
- Minutes
- PRESENTATION
- Update on Performance of Guilds (minute 229 – 22 March 2017)
- Budget Consultation
- Work Programme 2018
- Portfolio Dashboard
- Contract Management

Tuesday 16 January 2018

- Declarations of interest
- Minutes
- PRESENTATION
- Budget Consultation
- Work Programme 2018
- Portfolio Dashboard
- Contract Management

Wednesday 7 March 2018

- Declarations of interest
- Minutes
- PRESENTATION
- Directorate Business Plan
- Risk Register
- Work Programme 2018
- Portfolio Dashboard
- Contract Management

Items that have not been allocated to a meeting

Presentations	<ul style="list-style-type: none"> • Margate Seafront
Other items	<ul style="list-style-type: none"> • Otterpool Garden Town • Thames Estuary Commission • Theme Park project on Swanscombe Peninsula – regular updates • Ebbsfleet Development Corporation - Tom Marchant • A series of items focussing on economic transformation (digital, low carbon, internationalism) District focussed presentation on what is happening to support local growth <i>would need to be meaningful, maybe look at areas instead of districts</i>