

**From:** Susan Carey, Cabinet Member for Environment  
Michael Payne, Cabinet Member for Highways and Transport  
Barbara Cooper, Corporate Director of Growth, Environment and Transport

**To:** Environment and Transport Cabinet Committee – 17 July 2020

**Subject:** Decision Summary Report – For Information

**Classification:** Unrestricted

**Summary:** This information report summarises the decisions taken or in progress by the Cabinet Member for Environment and Cabinet Member for Highways & Transport during the temporary suspension of Cabinet Committee meetings during the COVID crisis.

**Recommendation:** The Environment and Transport Cabinet Committee is asked to note the report.

## **1. Background Information**

- 1.1 In the absence of Cabinet Committees, revised arrangements were put in place for taking key decisions remotely.
- 1.2 To ensure Members were engaged with decision-making, the new arrangements included a PRE-PROD (Proposed Record of Decision) stage in addition to existing decision-making stages.
- 1.3 Following publication of the Forthcoming Executive Decisions summary on the KCC website, under the PRE-PROD stage, a confidential draft decision report and PROD was emailed to relevant Cabinet Committee members asking for comments and questions. Any feedback would be shared with the Cabinet Member making the decision for consideration.
- 1.4 The final draft decision report and PROD was then published on the KCC website and emailed to relevant Cabinet Committee members asking again for comments and questions to be shared with the relevant Cabinet Member for consideration before the Record of Decision was published. Once published, the decision was subject to a call-in period of 5 working days before it could be implemented. This is in-line with the decision-making procedures set out in the KCC Constitution.
- 1.5 In April, the government passed emergency legislation which allowed local authorities to hold virtual meetings. After testing technology to ensure the meetings could run smoothly, Cabinet Committee briefings were organised for June. The Environment and Transport Cabinet Committee Members Briefing was held on 1 June where a summary of decisions taken or in progress was reported.

## **2. Decision Summary**

2.1 Following further consideration of the governance and meeting arrangements by the Monitoring Officer, formal Cabinet Committee meetings have resumed from 1 July.

2.2 In the period that the Cabinet Committee was suspended:

- Decision number 20/00029: A249 Grovehurst and Key Street Junction Improvement was implemented on 5 May
- Decision number 20/00025: Kent County Council adoption of the Kent Nature Partnership Biodiversity Strategy was implemented on 5 May
- Decision number 20/00052: Organics Waste Processing Contracts – request to extend was implemented on 15 June
- Decision number 20/00010: Transport for the South East – Proposal to Government is in progress under the virtual key decision-making arrangements. The anticipated implementation date is 17 July.
- Decision number 20/00059: West and Mid Kent Dry Recyclables Processing Contracts Lots 1 and 2 and the Contract for the Processing of Wood Waste 2010-2015 (2020) is in progress under the virtual key decision-making arrangements. The anticipated implementation date is 23 July.

2.3 Future key decisions will be taken through the Cabinet Committee process.

### **3. Recommendation**

**Recommendation:**

The Environment & Transport Cabinet Committee is asked to note the report.

### **4. Contact details**

**Report Author:**

Theresa Warford

Staff Officer

Tel: 03000 417192

[theresa.warford@kent.gov.uk](mailto:theresa.warford@kent.gov.uk)

**Relevant Corporate Director:**

Barbara Cooper

Corporate Director, Growth, Environment and Transport

Tel: 03000 415981

[barbara.cooper@kent.gov.uk](mailto:barbara.cooper@kent.gov.uk)