

**From:** Benjamin Watts, General Counsel

**To:** Environment and Transport Cabinet Committee on 10 October 2019

**Subject:** Work Programme 2019 -2020

**Classification:** Unrestricted

**Past and Future Pathway of Paper:** Standard agenda item

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

**Recommendation:** The Environment and Transport Cabinet Committee is asked to consider and agree its Work Programme for 2019/20.

## **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 2019/20**

- 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.
- 2.4 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.

- 2.5 In addition to the formal work programme, the Cabinet Member for Economic Development, the Chairman of the Cabinet Committee and other interested Members are intending to visit all district councils over the next two years starting with Dover, Dartford, Swale and Thanet.

### **3. Conclusion**

- 3.1 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 Environment and Transport Cabinet Committee is asked to consider and agree its Work Programme for 2019/20.

**6. Background Documents:** None

### **7. Contact details**

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**Environment and Transport Cabinet Committee - WORK PROGRAMME 2019/20**  
**Updated – 30/09/2019**

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 (June/July)
Risk Register – Strategic Risk Register	Annually (March)
Winter Service Policy	Annually (September)
Bus Feedback Portal update	Quarterly
Strategic Delivery Plan Monitoring	Bi-Annual (every six months – November & May)
Work Programme	At each meeting

29 November 2019				
No.	Item	Key Decision	Date added to WP	Additional Comments
1	Intro/ Web announcement (Standing Item)			
2	Apologies and Subs (Standing Item)			
3	Declaration of Interest (Standing Item)			
4	Minutes (Standing Item)			
5	Verbal Update (Standing Item)			
6	Performance Dashboard	NO		
7	Bus Feedback Portal (Quarterly)	NO		
8	Thanet Parkway Railway Station: Scheme Delivery	TBC	22/08/2019	
9	Organic Waste Processing	YES	05/09/2019	
10	Household Waste Recycling Centres Enforcement Policy	YES	13/08/2019	
11	Drainage and Planning Policy, Land Drainage Policy and Section 19 Investigation Policy (x3 policies)	YES	22/08/2019	
12	Animal Welfare and Health Emergency Plan	YES	13/08/2019	
13	Road Crossing Patrol Policy	YES	13/08/2019	
14	Ash Die Back Update	NO	13/08/2019	
15	Energy and Low Emission Strategy: Post Consultation	NO		
16	Strategic Delivery Plan Monitoring (Bi-annual)	NO		
17	Tunbridge Wells Transport Strategy	NO		

18	Update report on a range of emergency planning work outside of Brexit preparations	NO	13/08/2019	
19	Work Programme (Standing Item)	<b>NO</b>		
	<b>EXEMPT</b>			
20	Contract Management (Standing Item)			

24 January 2020				
No.	Item	Key Decision	Date added to WP	Additional Comments
1	Intro/ Web announcement (Standing Item)			
2	Apologies and Subs (Standing Item)			
3	Declaration of Interest (Standing Item)			
4	Minutes (Standing Item)			
5	Verbal Update (Standing Item)			
6	Performance Dashboard			
7	Proposed Adoption of the Kent Downs AONB Management Plan 2019 - 2024	<b>YES</b>	<b>22/08/2019</b>	
8	Kent Biodiversity Strategy		<b>23/09/2019</b>	
9	Work Programme (Standing Item)			
	<b>EXEMPT</b>			
10	Contract Management (Standing Item)			

24 March 2020				
No.	Item	Key Decision	Date added to WP	Additional Comments
1	Intro/ Web announcement (Standing Item)			
2	Apologies and Subs (Standing Item)			
3	Declaration of Interest (Standing Item)			
4	Minutes (Standing Item)			
5	Verbal Update (Standing Item)			
6	Performance Dashboard (Standing Item)			
7	Gypsy and Traveller Unauthorised Encampment Strategy		22/08/2019	
8	Work Programme (Standing Item)			
	<b>EXEMPT</b>			
9	Contract Management (Standing Item)			

15 May 2020				
No.	Item	Key Decision	Date added to WP	Additional Comments
1	Intro/ Web announcement (Standing Item)			
2	Apologies and Subs (Standing Item)			
3	Declaration of Interest (Standing Item)			
4	Minutes (Standing Item)			
5	Verbal Update (Standing Item)			
6	Performance Dashboard			
7	Heritage Strategy		27/09/2019	Requested by Tom Marchant
8	Work Programme (Standing Item)			
	<b>EXEMPT</b>			
9	Contract Management (Standing Item)			

Items for Consideration that have not yet been allocated to a meeting	
17/00084 – A247 Sutton Road, Maidstone at its junction with Willington street	
18/00037 - M2 Junction 5	
Thanet Parkway Commissioning Plan	
Transport for South East (TfSE) - endorse TfSE proposal	Joe Ratcliffe has advised that due to the Secretary of State's letter informing TfSE that they cannot apply for statutory status at this time, there will be no final proposal in September. Return of paper to Cabinet Committee will depend on Government.
Update report on the North West Maidstone Transfer Station	Requested at E&TCC on 16 July 2019
Update report on Serious Organised Crime	Requested at E&TCC on 16 July 2019
Update report on Brexit	Requested at E&TCC on 16 July 2019
Gypsy and Traveller Service Charge and Rent Setting Policy (Decision)	
Gypsy and Traveller: Pitch Allocation and Site Management Policy (Decision)	