

From: John Lynch, Head of Democratic Services

To: Environment and Transport Cabinet Committee – 21 September 2017

Subject: Work Programme 2017/18

Classification: Unrestricted

Pathway: 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 201/18 as set out in Appendix 1 of 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.

(2) Whilst the Chairman, in consultation with the Cabinet Members, 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. Work Programme 2017/18

(1) An agenda setting meeting was held on 25 July 2017 and 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 1 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.

(3) The schedule of commissioning activity 2015-16 to 2017-18 that 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 allows Members to have oversight of significant services delivery decisions in advance.

3. 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 and Transport Cabinet Committee is asked to consider and agree its Work Programme for 2017/18 as set out in Appendix A to this report.

6. Background Documents

None

7. Appendix

Work Programme – Appendix A

8. Contact details

Lead Officer:
John Lynch
Head of Democratic Services

john.lynch@kent.gov.uk

Report Author:
Ann Hunter
Principal Democratic Services Officer
03000 416287
ann.hunter@kent.gov.uk