

From: Benjamin Watts, General Counsel
To: Environment and Transport Cabinet Committee on 15 May 2018
Subject: Work Programme 2018

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 2018.

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 2018

- 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 2018.

6. Background Documents: None

7. Contact details

Report Author:
Georgina Little
Democratic Services Officer
03000 414043
Georgina.little@kent.gov.uk

Lead Officer:
Benjamin Watts
General Counsel
03000 410466
benjamin.watts@kent.gov.uk

Environment and Transport Cabinet Committee - WORK PROGRAMME 2018

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)
Winter Service Policy	Annually (September)
Directorate Business Plan	Annually (March)
Work Programme	At each meeting

Wednesday 31 January 2018				
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	Kent Environment Strategy			Deferred from Nov to Jan
7	Country Parks Strategy Consultation	Key		Deferred from Nov to Jan
N/A	Maidstone Integrated Transport – Sutton Road/ Willington Street			Deferred from Nov to Jan Removed from Jan meeting – 19/01/2018
8	KCC response to the Department for Transport's 'Shaping the Future of England's Strategic Roads' consultation on Highways England's 'Strategic Road Network Initial Report'			
9	Approach to Highways Asset Management	Key		New to agenda
10	Agreement to manage and deliver the National Driver Offender Retraining Schemes for the Kent Police Driver Diversionary Partnership key decision	Key		New to agenda
11	Re-procurement of the Urban Grass, shrubs and hedges contract	Key		New to agenda
12	Planning, Highways, Transport and Waste Fees and Charges	Key		
13	2018/19 Medium Term Financial Plan			
14	2018/19 Financial Monitoring			
15	Work Programme (Standing Item)			

Tuesday 20 March 2018				
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	17/00137 - Growth and Infrastructure Framework	Key	19/01/2018	Deferred from Jan to March
8	Department for Transport Major Road Network Consultation			
9	Community Safety Agreement & Kent Community Safety Team Update Phase 2		16/02/2018	Combined reports
10	Keep Kent Clean Litter Strategy		07/02/2018	
11	Risk Register			
12	Directorate Business Plan			
13	The Big Bus Conversations			
14	Achieving necessary Bus budget			
15	Work Programme (Standing Item)			

Tuesday 15 May 2018				
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	Winter service Update		30/01/2018	To include winter routes. Needs to go to CMM then to E&TCC
7	17/00025(b) - A2500 Lower Road Improvements – Phase 2, Minster, Sheppey	Key	05/04/2018	Added at agenda Setting on 05/04/2018
8	18/00027 - Sturry Road	Key	05/04/2018	Added at agenda Setting on 05/04/2018
9	18/00023 – Inter-authority Agreement - West Kent Waste Partnership	Key	15/03/2018	
10	Housing Infrastructure Fund update report		30/01/2018	Discuss marginal Viability and HIF Fund Bids Deferred from March to May
11	Consultation on the Public Rights of Way Access Improvement Plan	Will be a Key decision	21/02/2018	Deferred from Nov to Jan - agenda setting on 12/10/17. Deferred from Jan to March - agenda setting on 05/12/2017. Deferred from March to May – 21/02/2018 (Email)
12	Work Programme (Standing Item)			
	EXEMPT ITEMS			
13	Contract Management (Standing Item)			

Friday 13 July 2018				
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)			Deferred from May to July due to insufficient time to collect, collate and QA the data before formal sign off.
7	KCC's Approach to Organised Crime Group management'		16/02/2018	Deferred from March to May Deferred from May to July (05/04/18)
8	Maidstone Integrated Transport – Sutton Road/ Willington Street	Key	30/01/2018	Deferred from Nov to Jan Deferred from Jan to March Deferred from March to May Deferred from May to July (05/04/18)
9	A249 Bearsted Road Maidstone Major Infrastructure Improvement – Kent Medical Campus	Key	30/04/2018	
10	Update on Medway Flood Partnership and associated flood defences		09/03/2018	Deferred from May to July
11	HWRC Policy Changes			Deferred from March to May (agenda setting 30/01/2018) Deferred from May to July (email 24/04/18)
12	17/00135 - Pitch Allocation Policy for Gypsy and Traveller Service Charge	Key	16/01/2018	Deferred from Jan to March Deferred from March to May Deferred from May to July
13	Work Programme (Standing Item)			
	EXEMPT			
14	Contract Management (Standing Item)			

Thursday 20 September 2018				
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	Tonbridge and Malling Transport Strategy			
7	18/00007 - Public Rights of Way Access Improvement Plan	Yes		
	Work Programme (Standing Item)			
	EXEMPT			
	Contract Management (Standing Item)			

Wednesday 28 November 2018				
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)			
	Work Programme (Standing Item)			
	EXEMPT			
	Contract Management (Standing Item)			

Items for Consideration that have not yet been allocated to a meeting

Tonbridge and Malling Transport Strategy (was going to E&T CC on 20 March 2018 – now deferred until summer)

Community Safety Framework

Highways Term Maintenance Contract Management (going to March 2018 meeting)

Low Emissions Strategy (added at agenda setting meeting on 25 July 2017)

Winter Service Policy 2017/18 to the ETCC meeting on 21 September 2017. The policy is renewed annually (September 2018)

Thanet Parkway (Deferred from September 2017 to enable development of further funding options)