

**HIGHWAYS AND TRANSPORT
POLICY AND SERVICE
COMMITTEE
AGENDA PLAN, TRAINING
PLAN AND OUTSIDE BODIES
APPOINTMENTS UPDATE**

Updated 29th June 2020

Agenda Item: 12

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

**In line with the agreed Council Virtual Meetings Protocol, during the Lockdown monitoring reports with no decisions, including the Finance Monitoring Report and Performance Monitoring Report, will not be included on the agenda, but will be circulated separately for information. **

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
07/07/20	Wisbech Access	Kristian Mobbs	2020/039	25/06/20	29/06/20

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
	Kings Dyke Level Crossing Closure – award of construction management consultancy contract	Lee Baldry	2020/042		
	Highways Verge Maintenance	Jon Clarke / Richard Lumley	Not applicable		
	Cambridgeshire and Peterborough Road Safety Partnership Strategy	Matt Staton / Richard Lumley	Not applicable		
	South Cambridge Cycling Improvement Programme	Dorothy Higginson / Grant Weller	Not applicable		
	Finance Monitoring Report with decision required on capital programme carry-forwards	Sarah Heywood	Not applicable		
	Covid-19 Issues Report	Steve Cox	Not applicable		
	Agenda Plan, Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		
[11/08/20]	Covid-19 Issues Report	Steve Cox	Not applicable	30/07/20	03/08/20
	Finance Report **	Sarah Heywood	Not applicable		
	Agenda Plan Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		
15/09/20	Winter Plan for 2020/21. (Operational Plan)	Jon Clarke/Richard Lumley	2020/037	03/09/20	07/09/20
	Road Safety Annual Review	Matt Staton/Richard Lumley	Not applicable		
	Local Highway Initiative Review	Richard Lumley/Matt Staton	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
	Resident & Visitor Parking Permit Charges Review.(Tradepersons Review)	Sonia Hansen/Nicola Gardner.	Not applicable		
	Annual Highways Report	Richard Lumley/Emma Murden	Not applicable		
	Commuted Sums	Kristian Mobbs			
	Covid-19 Issues Report	Steve Cox	Not applicable		
	Performance Report**	Matthew Tullet	Not applicable		
	Finance Monitoring Report**	Sarah Heywood	Not applicable		
	Agenda Plan Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		
06/10/20	Risk Register Review	Steve Cox	Not applicable	24/09/20	28/09/20
	A14 Update Report	Andy Preston	Not applicable		
	Covid-19 Issues Report	Steve Cox	Not applicable		
	Business Planning	Steve Cox	Not applicable		
	Finance Monitoring Report**	Sarah Heywood	Not applicable		
	Agenda Plan Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		
10/11/20	Business Planning (reserve in case of additions)		Not applicable	29/10/20	02/11/20
	Highway Gritter Fleet Procurement	Richard Lumley/Jon Clarke	2020/023		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
	Finance Monitoring Report	Sarah Heywood			
	Agenda Plan Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		
01/12/20	Business Planning		Not applicable	19/11/20	23/11/20
	Performance Report	Matthew Tullett	Not applicable		
	Quarterly Report on Key Performance Indicators	Richard Lumley/Emma Murden	Not applicable		
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda Plan Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		
19/01/21				07/01/21	11/01/21
<i>[16/02/21] Provisional mtg</i>				04/02/21	08/02/21
09/03/21	Performance Report	Matthew Tullett	Not applicable	25/02/21	01/03/21
	Quarterly Highways Contract Report	Richard Lumley/Emma Murden			
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Highway Infrastructure Asset Management	Mike Atkins	Not applicable		
	Agenda Plan Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		
<i>[13/04/21] Provisional mtg</i>				31/03/21	02/04/21

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for Reports to be sent to Democratic Services.	Agenda despatch date
08/06/21	Notification of the Appointment of the Chairman/Chairwoman and Vice Chairman/Chairwoman	Democratic Services		27/04/21	31/05/21
	Quarterly Highways Contract Report	Richard Lumley/Emma Murden			
	Finance Monitoring Report	Sarah Heywood	Not applicable		
	Agenda Plan Training Plan and Appointments to Outside Bodies	Democratic Services	Not applicable		