

<p style="text-align: center;">CABINET PANEL ON THE ENVIRONMENT 7 JUNE 2020</p>

<p>*PART 1 – PUBLIC DOCUMENT</p>

INFORMATION NOTE : WORK PROGRAMME AND ACTION TRACKER FOR 2019/20

INFORMATION NOTE OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER – ENVIRONMENT AND LEISURE & RECYCLING AND WASTE MANAGEMENT

PRIORITY: RESPONSIVE AND EFFICIENT

1. SUMMARY

- 1.1 This note highlights items scheduled in the work programme for the Cabinet Panel on the Environment for 2020/21 following the initial meeting. As at Appendix A, the Work Programme/Action Tracker allow the scene to be set for evaluation and the agreement of topics for 2020. This allows the Cabinet Panel to set a work programme which enables open discussion that may lead to recommendations to Cabinet /the relevant Executive Members or Service Director, regarding actions that they believe that the Council should be taking to address climate and environmental issues.

2. STEPS TO DATE

- 2.1 Cabinet approved the establishment of the Cabinet Panel for the Environment at the 27th June 2019 meeting. The amended terms of reference were tabled for the Full Council meeting on the 4th June:

<https://democracy.north-herts.gov.uk/documents/s10892/Appendix%20C%20-%20Revised%20Terms%20of%20Reference%20for%20Cabinet%20Panel%20on%20Community%20Engagement%20Enterprise%20and%20C.pdf>

- 2.2 The work programme and action tracker will be updated following this initial meeting. Future meeting dates have been proposed in Appendix 1.

3. INFORMATION TO NOTE

- 3.1 An Environment inbox has been set up to allow members of the public or organisations to provide suggestions/presentations for the panel's consideration. The address is - EnvironmentalPanel@north-herts.gov.uk. The Policy and Community Engagement Manager will also provide a verbal update to the Panel.
- 3.2 The Panel will seek to ensure that consideration of agenda items minimises additional burdens on staff resources. Wherever possible, requests are made for the presentation of documents already in existence rather than the production of new documents specifically for the Panel. Suggestions from outside sources, as detailed in paragraph 3.2 will only be placed on the work programme if agreed by one of the alternating Chairs or at a meeting of the Panel.
- 3.3 Attendance from external bodies and members of the public is actively encouraged.

- 3.4 This is a non-decision making advisory body and therefore this or any notes/reports to the Panel do not include a recommendation on a key Executive decision and have not been referred to in the Forward Plan. However, recommendations for action from the Panel for consideration by Cabinet may do so. This will therefore need to be borne in mind for any recommendations of the Panel.

4. NEXT STEPS

- 4.1 Other topics for consideration and inclusion in the Panel's work programme will be considered at each meeting. When considering additional topics, their risk assessment and prioritisation will ensure that the most appropriate items are taken forward to the work programme

5. APPENDICES

- 5.1 Appendix A – Work Programme and Action Tracker
- 5.2 Appendix B – Terms of Reference for Cabinet Panel on the Environment (attached for information only)

6. CONTACT OFFICERS

- 6.1 Reuben Ayavoo, Policy and Community Engagement Officer, 01462 474212
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7. BACKGROUND PAPERS

- 7.1 None