Name of group	Purpose/Remit	Proposed action	Members	Committee responsible	Lead officer
Community Achievement Panel	To oversee the organisation of the Community Achievement Awards scheme and make recommendations on the recipients of those awards	**SMB agreed to hold the awards every two years. Review 12 May 2009**	6	Community	Gaynor Bradley
Constitution Task Group	To keep the working of the Council's Constitution under review and make recommendations from time to time to the Council on potential improvements.	**To be reappointed as a working group as part of constitutional changes.**	8 (although 7 is the maximum for a TG)	Council	Michael Perry
Housing Initiative Task Group	To meet as and when required to discuss specific housing issues and where necessary to make recommendations to the Community Committee. The Group is time limited to this meeting for the purposes of its original terms of reference, but see next column.	**The Council approved additional terms of reference on 22 April.** **To review the appropriate member mechanism to carry out the housing service and channel any recommendations through the Constitution Task Group, such a review to be completed within 6 months (that is, by 22 October 2008).**	6 + 2 reps from the Tenant Forum (as full members); UDC members will be 4 from the Admin and 2 from the opposition.	Community	Roz Millership

Name of group	Purpose/Remit	Proposed action	Members	Committee responsible	Lead officer
IT Working Group	To advise officers on the development of the council's IT practice and strategy.	**Reappoint – review/expiry date 12 May 2009**	5	Finance & Admin	Adrian Webb
Local Development Framework Task Group	To give advice and guidance to officers in progressing the Local Development Framework	**Reappoint – review/expiry date 12 May 2009**	6	Environment	Roger Harborough
Local Joint Committee	To meet jointly with trade union representatives on matters of employment relations.	**Reappoint – review/expiry date 12 May 2009**	3	Council	Chief Executive
Museum Management Working Group	To oversee the management of the Saffron Walden Museum in conjunction with the Museum Society	**Reappoint – review/expiry date 12 May 2009**	5 (inc. Chair and Vice Chair of Community Cttee) + Museum Society reps	Community	Carolyn Wingfield
Museum Resource Centre Project Team	To oversee the project for the creation of the Heritage Quest Centre as a resource centre for the Saffron Walden Museum	**Work ongoing Reappoint – review/expiry date 12 May 2009**	6 + Museum Society reps	Community	Carolyn Wingfield

17/4

Name of group	Purpose/Remit	Proposed action	Members	Committee responsible	Lead officer
Olympics 2012 working group	To consider and, as appropriate, recommend to the Council action to be taken on potential opportunities and developments associated with the Olympics 2012 in order to maximise the benefit for the district of Uttlesford. To act as ambassadors during the run up to the Olympics 2012.	**The purpose of setting up the group was to make recommendations to the Council in order to maximize the benefits for the district.** **As the Council is no longer undertaking sports development tourism or economic development activities there is a limited amount of work that the group could commission or develop. The group has not met in this council year, ECC is taking the dominant role and this might not seen to be a priority for the Council.** **However, the Olympics will still be an opportunity for Uttlesford to benefit from (particularly from a tourism aspect) and members may not wish to withdraw from all related work. In addition, Councillor involvement is still being sought for regional and county-wide networking meetings for which members might consider it appropriate to retain a formal group or at the very least nominate a lead Councillor."** **Members are asked to decide whether to continue with this group or appoint a representative to an outside body.**	6	Community	Gaynor Bradley

Name of group	Purpose/Remit	Proposed action	Members	Committee responsible	Lead officer
Risk Management Steering Group	New terms of reference **To approve the Council's Risk Management Strategy and promote best practice framework that embeds risk management at the council.** **To monitor and review the Council's risk management strategy, the Council's various risk registers and the Council's business continuity arrangements.**	**Reappoint – review/expiry date 12 May 2009**	2 (although at least 3 members are normally required – appoint an additional member?)	Performance Select	Sheila Bronson

Name of group	Purpose/Remit	Proposed action	Members	Committee responsible	Lead officer
Saffron Walden Town Centre Working Group	To encourage and sustain the environmental quality, vitality, and safety of Saffron Walden Town Centre	**This group has met three times during 2007/8 although there was a long gap between meetings in July 2007 and April 2008. It forms an effective mechanism for communication between the Saffron Walden Initiative, the Town Council, the District Council and Essex County Council, and is making progress towards securing the delivery of projects to improve the environment in the town centre. Essex County Council has a significant role in implementing these projects as highway authority. It has a continuing role to see through completion of these projects. There may be scope for discussions with the Town Council to see if it would be interested in running the task group with District Council representation.**	8 (+ members from SWTC SW Initiative & ULoDA	Environment	Roger Harborough

17/7

Name of group	Purpose/Remit	Proposed action	Members	Committee responsible	Lead officer
Stansted Airport Advisory Panel	Change to 1st term of reference **Form an overview of policy and operational issues in relation to Stansted Airport to support the work of the Council's policy committee** Monitoring the activities of the airport in the interests of the people of the district Monitoring the implementation of Section 106 agreements and related undertakings by BAA and others; Reviewing and anticipating future developments at the airport and in aviation policy.	**Reappoint – review/expiry date 12 May 2009**	11	Council	Roger Harborough
Strategic Partnerships Reference Group	To oversee Member involvement in the Essex Partnership, Uttlesford Futures and related partnership bodies. To monitor the progress of partnership working in general and on the work surrounding the LSP and the Local Area Agreement in particular.	**Has not met since February 2007. Strategic Partnerships dealt with elsewhere in the organisation – there is some doubt as to where partnership working fits into our committee structure.** **Members are asked to determine whether this group should be deleted.**	6	Council	Chief Executive

17/8

Name of group	Purpose/Remit	Proposed action	Members	Committee responsible	Lead officer
Uttlesford Transport Forum	To bring together operators and delivery agencies to achieve practical service improvements in public transport within Uttlesford.	**Reappoint – review/expiry date 12 May 2009**	5	Environment	Jeremy Pine
Waste Strategy Project Team	To oversee the joint arrangements between collection and disposal authorities. It also oversees the delivery of Uttlesford's Recycling Strategy and **ongoing** review of Street Cleansing.	**Reappoint – review/expiry date 12 May 2009**	6	Environment	Diane Burridge
Standards Task Group	To develop a protocol for the acceptable use of the Council's resources.	**Review at Standards Committee 23 June**	3 (+ the Chairman who is an independ-ent member)	Standards	Michael Perry