

### CABINET WORKING GROUPS 2013/14

\* Recommended changes from 2012/13 highlighted in bold

| Name of Group               | Terms of reference  | No of Members           | Lead Officer   | Proposed membership                                      |
|-----------------------------|---|-------------------------|----------------|--|
| Community Achievement Panel | To oversee the organisation of the Community Achievement Awards scheme and make recommendations on the recipients of those awards.  | 5                       | Gaynor Bradley | R Eastham<br>J Loughlin<br>J Menell<br>J Rose<br>L Smith |
| Highways Panel              | <p>1) Prioritise and make recommendations for projects/schemes for the matters listed below to the ECC Cabinet Member for Highways and Transportation within the allocated budget:</p> <ul style="list-style-type: none"> <li>•Traffic management improvements</li> <li>•Tackling congestion               <ul style="list-style-type: none"> <li>Safer roads (including casualty reduction)</li> </ul> </li> <li>• Public rights of way improvement</li> <li>• Cycling programme</li> <li>• Passenger transport improvement programme</li> <li>• Minor improvement schemes</li> </ul> <p>2) Have regard to the advice from ECC officers on relevant statutory/duty of care requirements.</p> <p>3) Oversee and set priorities for schemes funded through the localism process and the work of the Highways Ranger Service.</p> <p>4) Monitor the delivery of the agreed programme and raise issues and concerns through agreed procedures.</p> <p>5) Consider any other Highways and Transportation matter referred to the panel from time to time by other council constituted bodies, panels or groups</p> | 4 + 4<br>County members | Andrew Taylor  | <b>C Cant</b><br>J Freeman<br>J Salmon<br>A Walters      |

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|---------------|--|-----------------------|-------------------|---|
|               | <p>6).Make recommendations to ECC Cabinet Member for Highways and Transportation to amend targets or discretionary policies and/or amend budget allocations between programmes if necessary to meet local priorities</p> <p>7) To advise the Cabinet on all of the above matters before recommendations are referred to the ECC Cabinet Member</p> <p>8).Take a lead role in liaison with town and parish councils</p> <p>9)To monitor spending/progress to delivery and make recommendations in relation to S106 highway contributions collected from planning applications</p> <p>0) To advise the Cabinet on any matters to be raised with the North Essex Parking Partnership regarding parking proposals, off and on street controlled car parking and any proposed Traffic Regulation Orders</p> |                       |                   |   |
| Housing Board | <p>1. Inform on and monitor the performance and delivery of all Council housing related strategies and policies</p> <p>2. Monitor housing related performance indicators</p> <p>3. Inform on and monitor the Council's Housing</p> <p>4. Monitor the Council's Housing Revenue Account</p> <p>5. Monitor and inform on the delivery of affordable housing units in the District</p> <p>6.Consider the use of existing housing stock and other housing assets</p>   | 10 + 2<br>tenant reps | Roz<br>Millership | <p>S Barker</p> <p>J Freeman</p> <p>J Loughlin</p> <p>K Mackman</p> <p>J Menell</p> <p>D Morson</p> <p>D Perry</p> <p>V Ranger</p> <p>J Redfern</p> <p>D Sadler</p> |

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|--|---|---------------|--------------------|---|------------|----------|------------|----------|--------|----------|----------|---------|--------------|--------|-----------|----------|
| <b><u>Local Plan Working group</u></b> | To give advice and guidance to officers in progressing the Local Plan and other planning guidance and report recommendations to Cabinet.  | 12            | Andrew Taylor      | <table border="0"> <tr> <td>S Barker</td> <td>J Menell</td> </tr> <tr> <td>J Cheetham</td> <td>E Oliver</td> </tr> <tr> <td>K Eden</td> <td>V Ranger</td> </tr> <tr> <td>E Godwin</td> <td>H Rolfe</td> </tr> <tr> <td>J Ketteridge</td> <td>J Rose</td> </tr> <tr> <td>K Mackman</td> <td>D Watson</td> </tr> </table> | S Barker   | J Menell | J Cheetham | E Oliver | K Eden | V Ranger | E Godwin | H Rolfe | J Ketteridge | J Rose | K Mackman | D Watson |
| S Barker                               | J Menell  |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| J Cheetham                             | E Oliver  |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| K Eden                                 | V Ranger  |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| E Godwin                               | H Rolfe   |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| J Ketteridge                           | J Rose  |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| K Mackman                              | D Watson  |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| Museum Management Working Group        | <ol style="list-style-type: none"> <li>1. <b>The Group shall comprise of the Cabinet Member with responsibility for the Museum Service and three further members and four directors of the Society.</b></li> <li>2. <b>The Museum Curator shall attend all meetings of the Group in an advisory capacity and in accordance with the requirements of the national Accreditation Scheme for museums or any replacement thereof.</b></li> <li>3. <b>Meetings shall normally be held in private and the Council shall meet the costs of all MMWG meetings and be responsible for the taking of minutes at such meetings.</b></li> <li>4. <b>The Group is to meet a minimum of four times in a year in order to:-</b> <ol style="list-style-type: none"> <li>i. <b>Receive a quarterly report from the Museum Curator about the Museum Service.</b></li> <li>ii. <b>Agree and recommend to the Council and the Society the provision of the Uttlesford Museum Service and the Museum Service strategic objectives and long term plans</b></li> <li>iii. <b>Discuss matters and make recommendations to the Council and the Society on matters relating to the management of the Museum Service where a decision needs to be taken or an action needs to be ratified by the Council and/or the Society including the purchase or disposal of</b></li> </ol> </li> </ol> | 4             | Carolyn. Wingfield | <table border="0"> <tr> <td>R Chambers</td> </tr> <tr> <td>K Eden</td> </tr> <tr> <td>D Morson</td> </tr> <tr> <td>H Rolfe</td> </tr> </table>  | R Chambers | K Eden   | D Morson   | H Rolfe  |        |          |          |         |              |        |           |          |
| R Chambers                             |   |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| K Eden                                 |   |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| D Morson                               |   |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |
| H Rolfe                                |   |               |                    |   |            |          |            |          |        |          |          |         |              |        |           |          |

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|------------------|--|---------------|--------------|---------------------|
|                  | <p>objects and the loan of objects to other museums</p> <p>iv. Act as the Museum's governing body for the purpose of the Accreditation scheme and implementation of appropriate codes of practice</p> <p>v. Appoint from the Group the Council's representative to attend at and report on any relevant meetings of other organisations as determined by the Group</p> <p>vi. Invite representatives of other Uttlesford museums and public galleries to attend a meeting of the Group if necessary or appropriate to the matters under discussion</p> <p>vii. Recommend to the Council hours of opening to the public and the admission charges to be levied on all users of the Museum having regard to promoting accessibility of the Museum and social inclusion and any requirements imposed on the Museum Service by other agencies.</p> <p>viii. Where appropriate make recommendations to the Society and/or the Council concerning alterations to the interior or exterior of the Museum building major projects capital developments and any other significant proposals affecting the Museum</p> <p>ix. Generally promote and act as advocates for the Museum</p> |               |              |                     |
| Olympics 2012 WG |  |               |              | To be discontinued  |

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|---------------------------------|--|---------------|---------------|--|----------|-----------|--------|--------|-----------|---------|----------|--------|----------|---------|
| Stansted Airport Advisory Panel | <p>1) Form an overview of policy and operational issues in relation to Stansted</p> <p>2) Monitor the activities of the airport in the interests of the people of the district.</p> <p>3) Monitor the implementation of Section 106 agreements and related undertakings by BAA and others</p> <p>4) Review and anticipate future developments at the airport and in aviation policy.</p> | 10            | Andrew Taylor | <p>K Artus<br/> J Cheetham<br/> A Dean<br/> D Jones<br/> M Lemon<br/> K Mackman<br/> D Perry<br/> J Rich<br/> J Rose<br/> <b>1 vacancy</b></p>   |          |           |        |        |           |         |          |        |          |         |
| Waste Strategy Panel            | To monitor the implementation of the waste strategy and the inter authority agreement between collection and disposal authorities. To consider the need for review of policies and procedures, and enable members to contribute to resolution of recycling and street cleansing service delivery issues.   | 10            | Ron Pridham   | <table border="0"> <tr> <td>S Barker</td> <td>K Mackman</td> </tr> <tr> <td>C Cant</td> <td>E Parr</td> </tr> <tr> <td>J Freeman</td> <td>H Rolfe</td> </tr> <tr> <td>E Godwin</td> <td>J Rose</td> </tr> <tr> <td>S Howell</td> <td>L Wells</td> </tr> </table> | S Barker | K Mackman | C Cant | E Parr | J Freeman | H Rolfe | E Godwin | J Rose | S Howell | L Wells |
| S Barker                        | K Mackman  |               |               |  |          |           |        |        |           |         |          |        |          |         |
| C Cant                          | E Parr   |               |               |  |          |           |        |        |           |         |          |        |          |         |
| J Freeman                       | H Rolfe  |               |               |  |          |           |        |        |           |         |          |        |          |         |
| E Godwin                        | J Rose   |               |               |  |          |           |        |        |           |         |          |        |          |         |
| S Howell                        | L Wells  |               |               |  |          |           |        |        |           |         |          |        |          |         |