

## CABINET WORKING GROUPS 2017/18

Name of Group	Terms of reference	No of Members	Lead Officer	Current Membership
Community Achievement Panel	Meets biannually to oversee the organisation of the Community Achievement Awards scheme and make recommendations on the recipients of those awards.	5	Sue Hayden	John Freeman Petrina Lees Janice Loughlin Vic Ranger Julie Redfern
Highways Panel	<p>The LHP is Accountable for:</p> <ol style="list-style-type: none"> <li>1) Recommending the annual LHP programme for submission to the Cabinet Member with responsibility for Local Highway Panels.</li> <li>2) Documenting highways issues raised by residents and the community in its area, so that the concerns can be investigated and the possibility of addressing these through engineering solutions can be validated.</li> </ol> <p>The LHP is Responsible for:</p> <ol style="list-style-type: none"> <li>1) Ensuring that when making recommendations the LHP: Ensures that the County's Prioritised Road Safety Schemes are included in the annual LHP programme in order to enable the County Council to fulfil its statutory duty.</li> <li>2) Ensures that as far as possible that recommended schemes meet ECC policies, strategies and standards and have due regard to the advice from Officers.</li> <li>3) Has regard to the annual LHP Budget.</li> </ol>	4 + 4 County members	Rissa Long ECC	<p><b>UDC Members</b></p> <p>Heather Asker Alan Mills Howard Ryles Geoffrey Sell</p>

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	<p>4) Ensures that any schemes submitted to the Cabinet Member for approval which do not meet ECC policies, strategies and standards are clearly identified as such and are made on the basis of a unanimous decision of all LHP members present and voting at a meeting having considered all alternative measures.</p> <p>5) Considers whether schemes can be funded from s106 monies and whether the LHP is prepared to recommend schemes which can be part funded by s106 money.</p> <p>6) Ensures that LHP schemes do not conflict with s106 schemes</p> <p>7) Undertaking a review of the annual local road safety schemes report for the LHP area and the prioritised Casualty Reduction Schemes.</p> <p>8) Referring to the Cabinet Member any prioritised Casualty Reduction Schemes that the LHP does not wish to include in the annual LHP programme.</p> <p>9) Approving Cabinet Member Briefings and Cabinet Member Action papers for the approval of the prioritised annual programme and any other issues requiring Cabinet Member approval.</p> <p>10) Recommending work to be undertaken by the Highway Rangers and receive reports of the minor works to be undertaken by the Highway Rangers.</p> <p>11) Monitoring the delivery of the annual LHP</p>			

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	<p>programme.</p> <p>12) Considering and respond to any requests referred to the LHP by other council constituted bodies, panels or groups.</p> <p>13) Provide feedback as requested, regarding the effectiveness of the activities of Essex Highways within the LHP Area.</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 tenant reps	Roz Millership	<p>Terry Farthing (VC)</p> <p>Marie Felton (C)</p> <p>John Freeman</p> <p>Anthony Gerard</p> <p>Petrina Lees</p> <p>Janice Loughlin</p> <p>Alan Mills</p> <p>Vic Ranger</p> <p>Julie Redfern</p> <p><b>Vacant</b></p>
Planning Policy Working group	To give advice and guidance to officers in progressing the Local Plan and other planning guidance and report recommendations to Cabinet. This Working Group will meet in public and include public speaking.	10	Local Plan Team Leader	<p>Susan Barker (VC)</p> <p>Paul Davies</p> <p>Alan Dean</p> <p>Stephanie Harris</p> <p>John Lodge</p> <p>Petrina Lees</p> <p>Janice Loughlin</p> <p>Alan Mills</p> <p>Edward Oliver</p> <p>Howard Rolfe (C)</p>
Museum Management Working Group	<p>1. The Group shall comprise of the Cabinet Member with responsibility for the Museum Service and three further members and four directors of the Society.</p> <p>2. The Museum Curator shall attend all meetings of the Group in an advisory capacity and in accordance</p>	4	Carolyn Wingfield	<p>Robert Chambers</p> <p>Barbara Light</p> <p>Geoffrey Sell</p> <p>Lesley Wells</p>

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	<p>with the requirements of the national Accreditation Scheme for museums or any replacement thereof.</p> <p>3. 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.</p> <p>4. The Group is to meet a minimum of four times in a year in order to:-</p> <ul style="list-style-type: none"> <li>i. Receive a quarterly report from the Museum Curator about the Museum Service.</li> <li>ii. 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</li> <li>iii. 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 objects and the loan of objects to other museums</li> <li>iv. Act as the Museum's governing body for the purpose of the Accreditation scheme and implementation of appropriate codes of practice</li> <li>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</li> <li>vi. Invite representatives of other Uttlesford museums and public galleries to attend a</li> </ul>			

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	<p>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>			
Refugee Working Group	To oversee the implementation of the Council's policies regarding the support for refuges within the Uttlesford areas	5	Roger Harborough	Graham Barker Alan Dean Marie Felton Sharon Morris Julie Redfern
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 MAG and others</p> <p>4) Review and anticipate future developments at</p>	10	Assistant Director Planning	Keith Artus (C) Terry Farthing Paul Fairhurst Martin Foley Anthony Gerard Thom Goddard Derek Jones (VC) Gary LeCount

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	the airport and in aviation policy.			Mark Lemon Howard Ryles
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.	5	Cat Chapman	Sue Barker Terry Farthing Richard Freeman Martin Foley Lesley Wells