

CABINET WORKING GROUPS 2020/21

Name of Group	Terms of reference	No of Members	Lead Officer
Community Achievement Panel	To oversee the organisation of the Community Achievement Awards scheme and make recommendations on the recipients of those awards.	5	Sue Hayden
Energy and Climate Change Working Group	<p>Status This is a working group of the Cabinet. It may make recommendations but is not a decision-making body.</p> <p>Membership Twelve members of the Council to be appointed by the Cabinet on nomination by group leaders. In the event that more than 12 nominations are submitted, Cabinet will be required to vote on who is appointed. Two Youth Councillors will be invited to attend meetings as non-voting members of the Working Group.</p> <p>Attendance Officers will attend to support the Working Group as necessary. The Working Group may invite other parties to attend and to contribute to meetings as it decides.</p> <p>Meetings The Working Group will fix its own timetable for meetings. Meetings will be open to the public, subject to the exclusion rules that apply to committee meetings. Agendas and minutes will be published on the Council website.</p> <p>Officer support A senior Council officer will be designated as the lead officer for the Working Group. Democratic Services will provide administrative</p>	12	Gordon Glenday

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	<p>support for the Working Group.</p> <p><i>Role of the Working Group</i></p> <p>The Council has declared a Climate and Ecological Emergency, acting now to prevent a climate and ecological catastrophe that will greatly impact our children, grandchildren and future generations It has also committed to achieving net-zero carbon status by 2030 and protecting and enhancing biodiversity.</p> <p>The Working Group will:</p> <ul style="list-style-type: none"> • Enable collaborative working across the Council and engagement with individuals, community groups, businesses and other partners in the district, including young people who should have a voice to help shape our future. • Investigate steps that may be taken by the Council and by Uttlesford residents and businesses to work towards the Council's commitment to achieving net-zero carbon status by 2030 and towards protecting and enhancing bio-diversity. • Produce a bold plan of action that is realistic, measurable and deliverable for recommendation to the Cabinet. • Monitor delivery of the action plan once adopted to ensure that significant progress has been made to deliver the action plan by April 2023. • Identify support needed from Central Government in terms of funding, additional powers and policy changes which are needed to achieve the Council's climate and ecological objectives. • Make recommendations to the Council, Cabinet or others that would help to achieve the Council's climate and ecological objectives. 		

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Governance Board for Garden Communities	<p>To act as a 'reference panel' and give advice, views and guidance to Cabinet members and Council officers in progressing the delivery of proposed Garden Communities within the district, including commercial and investment opportunities for the District Council. The Board will act as a panel for enabling contributions, discussion and the sharing of information.</p> <p>An important part of the role of the Board will be to oversee discussions and negotiations with landowners and promoters of the new communities and the Board will meet in private to allow discussion about commercially sensitive information. It will also act as a 'sounding board' for innovative ideas.</p> <p>The Board will not have any decision making powers and will not replace any of the established functions of the standing committees of the Council. The Board will have the power to invite representatives of other organisations to attend the panel.</p> <p>Objectives:</p> <p>The objectives of the Board will be:</p> <ul style="list-style-type: none"> • to take a strategic view about the potential delivery of the Garden Communities over and beyond the period of the local plan; • promote the delivery of Garden Communities that will be provided in compliance with the Town and Country Planning Association garden city principles, • to promote the new Garden Communities as exemplars of 21st 	7 + the Deputy Leader of ECC	Dawn French

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	<p>Century living providing well designed and well built homes, high quality employment services; and good quality facilities to meet the needs of residents and business;</p> <ul style="list-style-type: none"> • to advocate a high quality of place and high quality of life in both the new and existing communities in the district with long term management and stewardship arrangements; and that community engagement forms a central element in the delivery of the Garden Communities; and • to help facilitate both environmental and economic sustainability for the new Garden Communities; and to support the economic development objectives of the District Council for the district and the sub region. 		
Highways Panel	<p>See ECC website: https://www.essexhighways.org/Highway-Schemes-and-Developments/Local-Highway-Panels/Uttlesford-LHP.aspx</p>	4 + 4 County members	Rissa Long ECC
Housing Board	<ol style="list-style-type: none"> 1. Inform on and monitor the performance and delivery of all Council housing related strategies and policies 2. Monitor housing related performance indicators 3. Inform on and monitor the Council's Housing 4. Monitor the Council's Housing Revenue Account 5. Monitor and inform on the delivery of affordable housing units in the District 6. Consider the use of existing housing stock and other housing assets 	10 + 2 tenant reps	Roz Millership
Investment Board	<p>Status This is a working group of the Cabinet. It may make recommendations but is not a decision-making body. Given that the Investment Board will</p>	12 + 2 independent members	Adrian Webb

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	<p>be constituted by members with a knowledge of commercial investment, supplemented with external training as necessary, and supported by industry expert independent people, it is acknowledged that Cabinet will not, without good reason duly considered, reject opportunities recommended by the Investment Board.</p> <p>Membership Twelve members of the Council to be appointed by the Cabinet, on nomination by group leaders. (8 R4U, 2 Liberal Democrat, 1 Conservative, 1 Independent Group.) The group will also have two independent members of the public to provide additional support and guidance to the members. Quorum to be 50% of the Board membership, to include the two independent members of the public (i.e. 7 when fully appointed).</p> <p>Attendance Officers will attend to support the Working Group as necessary. The Working Group may invite other parties to attend and to contribute to meetings as it decides.</p> <p>Meetings The Working Group will fix its own timetable for meetings. Meetings will be open to the public, subject to the exclusion rules that apply to committee meetings. Agendas and minutes will be published on the Council website.</p> <p>Officer support A senior Council officer will be designated as the lead officer for the Working Group. Democratic Services will provide administrative support for the Working Group.</p>		
Museum	1. The Group shall comprise the Cabinet Member with responsibility	5	Richard Auty

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Management Working Group	<p>for the Museum Service and three further members and four directors of the Society.</p> <ol style="list-style-type: none"> 2. 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. 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. 4. The Group is to meet a minimum of four times in a year in order to:- <ol style="list-style-type: none"> i. Receive a quarterly report from the Museum Curator about the Museum Service. 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 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 iv. Act as the Museum's governing body for the purpose of the Accreditation scheme and implementation of appropriate codes of practice 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 vi. Invite representatives of other Uttlesford museums and public 		

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	<p>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>		
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	Gordon Glenday
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 the airport and in aviation policy.</p>	10	Roger Harborough
Waste Strategy	To monitor the implementation of the waste strategy and the inter authority agreement between collection and disposal authorities. To	5	Ben Brown

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Panel	consider the need for review of policies and procedures, and enable members to contribute to resolution of recycling and street cleansing service delivery issues.		