

CABINET WORKING GROUPS 2021/22

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
Community Services Review Working Group	<p>(Status)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The CSRWG is a working group of the Cabinet. It may make recommendations but is not a decision-making body. <p>(Membership)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Six elected members of the Council to be appointed to the CSRWG by Cabinet which will include the portfolio holder for Council and Public Services. One member of the CVS Uttlesford to be appointed to the working group. The Portfolio-holder for Council and Public Services will Chair the working group. Substitutes are not permitted. <input type="checkbox"/> Further members may be co-opted for a specified period of time where their expertise would enhance the group. Any co-opted members will be approved by the Chair and lead officer prior to their attendance. <p>(Quorum)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quorum will not apply. <p>(Function)</p> <ul style="list-style-type: none"> <input type="checkbox"/> To explore, understand and (re)define the target population for the services under review, using data about the age, health, quality of life, life expectancy, etc. of our residents as well as issues such as connectivity <input type="checkbox"/> To use an asset based approach to enable residents to share their views and experiences of local services and consider concerns and possible 	6	Fiona Gardiner

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	<p>solutions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> To understand and map the existing community support services available to the older residents of our district and identify gaps in provision. <input type="checkbox"/> Identify the best way to deliver/commission services to fill any identified gaps in services <input type="checkbox"/> To work with other appropriate groups to include parish councils to identify new opportunities currently being explored and how they fit with the above. <p>(Meetings)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meetings will be held in private. 		
<p>Energy and Climate Change Working Group</p>	<p>Status This is a working group of the Cabinet. It may make recommendations but is not a decision-making body.</p> <p>Membership Seven members of the Council to be appointed by the Cabinet on nomination by group leaders. In the event that more than 7 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 support for the Working Group.</p> <p>Role of the Working Group</p>	<p>7</p>	<p>Gordon Glenday</p>

Name of Group	Terms of reference	No of Members	Lead Officer
	<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. 		
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 	10 + 2 tenant reps	Roz Millership

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	6.Consider the use of existing housing stock and other housing assets		
Investment Board	<p>Status This is a working group of the Cabinet. It may make recommendations but is not a decision-making body. The Investment Board will be constituted by members with a knowledge of commercial investment, supplemented with external training as necessary, and supported by industry expert independent people.</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>	12	Adrian Webb
Local Plan Leadership	<p>(Status) <input type="checkbox"/> The LPLG is a working group of the Cabinet. It may make</p>	12	Stephen Miles

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Group	<p>recommendations but is not a decision-making body.</p> <p>(Membership)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Twelve members of the Council to be appointed to the LPLG by Cabinet. The Portfolio-holder for Planning and the Local Plan will be invited to attend in a non-voting capacity in order to answer any questions that may arise. Substitutes are not permitted. <p>(Quorum)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The quorum of a meeting will be one quarter of the total number of working group members (three). During any meeting if the Chairman counts the number of members present and declares there is not a quorum present, then the meeting will be adjourned immediately. <p>(Function)</p> <ul style="list-style-type: none"> <input type="checkbox"/> To assist the Council in the preparation of a local plan which meets the agreed development needs of the district during the course of the plan period in the most appropriate manner; <input type="checkbox"/> To make recommendations to Cabinet as to the preparation of the draft Uttlesford Local Plan 2020 – 2040, and related planning policy documents, in the light of both documents submitted by officers to the Leadership Group for consideration and any other matters as the Group sees fit; <input type="checkbox"/> To enable members of the public to address the Group for a maximum of 4 minutes and to provide a copy of their statement, subject to having registered to speak in advance; <input type="checkbox"/> To enable councillors from Uttlesford District Council and Town and Parish Councils to address the Group for a maximum of 5 minutes and to provide a copy of their statement, subject to having registered to speak in advance; <p>(Meetings)</p> <ul style="list-style-type: none"> <input type="checkbox"/> In order to manage the time of the meeting, no more than 10 people shall address the meeting, at the chairs discretion this may be extended; <input type="checkbox"/> Meetings shall generally be held in public but may be held in private if the 		

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	<p>Group considers that to be either desirable or necessary in the interests of commercial confidentiality, or there were matters arising which might otherwise be considered detrimental to the Local Plan making process, if discussed in public;</p> <ul style="list-style-type: none"> <input type="checkbox"/> To meet as frequently as necessary in order to enable the preparation of the plan to proceed in accordance with the current timetable; <input type="checkbox"/> To make recommendations to officers as to any particular items the Group would like to see addressed at the next, or a forthcoming, meeting. 		
Museum Management Working Group	<ol style="list-style-type: none"> 1. The Group shall comprise the Cabinet Member with responsibility for the Museum Service and four further members and five directors of the Society. 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 	5	Richard Auty

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	<p>practice</p> <ul style="list-style-type: none"> 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 galleries to attend a meeting of the Group if necessary or appropriate to the matters under discussion 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. 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 ix. Generally promote and act as advocates for the Museum 		
Stansted Airport Advisory Panel	<ul style="list-style-type: none"> 1) Form an overview of policy and operational issues in relation to Stansted 2) Monitor the activities of the airport in the interests of the people of the district. 3) Review and anticipate future developments at the airport and in aviation policy. 	10	Roger Harborough
Strategic Infrastructure Delivery Group	<p>Status</p> <p>This is a Member Reference Group for the Cabinet chaired by the Portfolio Holder for Infrastructure, Transport and Stansted Airport. It may make recommendations but it is not a decision making body.</p> <p>Membership</p>	7	Roger Harborough

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	<p>Seven members of the Council to be appointed by the Leader (on nominations by group leaders). In the event that more than seven nominations are submitted, the Leader will determine the final appointments. A member will also be invited from Essex County Council. No substitutions to be permitted.</p> <p>Membership of the Delivery Group will also be open by invitation to a select number of strategic stakeholders including East Hertfordshire, Braintree and South Cambridgeshire District Councils, other adjacent local authorities and Sub National Transport Bodies. Other key stakeholders, such as transport or utilities companies will be invited to participate when specific issues are to be considered.</p> <p>Attendance</p> <p>Officers will attend to support the Group as necessary, including a senior officer from each of the invited local authorities.</p> <p>Meetings</p> <p>The Group will fix its own timetable for meetings. Meetings will generally be held in private to enable matters which may be commercially sensitive to be discussed in confidence. This will also assist frank exploratory discussions with partner local authorities about matters that have not yet been considered in public due to their commercial sensitivity.</p> <p>Officer Support</p> <p>The Group will be supported by officers with responsibilities for preparing technical reports and administrative support. A senior officer (UDC Director of Place Services) will be designated as the lead officer for the Group. Democratic Services of the District Council will provide administrative support for the Group.</p> <p>Role of the Group</p>		

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	<p>The Group will have three primary purposes:</p> <ul style="list-style-type: none"> • To identify strategically significant development proposals, infrastructure requirements and other matters where cross boundary collaboration is required and or considered of mutual benefit • To promote through cross boundary collaboration and co-ordination promoted development proposals and infrastructure requirements through studies to inform Local Plan and master plan making, investment feasibility and business cases, funding bids and delivery and long-term stewardship arrangements • To deliver the timely provision of promoted development proposals and infrastructure requirements through external funding and delivery arrangements <p>Objective of the Group</p> <p>The shared objective of the Group for each partner will be to inform, promote and facilitate delivery of better planned and co-ordinated strategic development and infrastructure requirements for mutual and individual member benefit. The benefits to be measured in terms of:</p> <ul style="list-style-type: none"> • Contributions towards Corporate Plan vision, objectives and priorities for place making and soundness of emerging Local Plans • Support for sustainable growth contributing to towards the Government's net zero carbon emissions 2050 target • Protection and enhancement of the area's heritage, character, 		

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	<p>communities and built and natural capital (including air quality, water resource management and biodiversity)</p> <p>Explanation of Approach</p> <p>In undertaking work the Group will seek to ensure that partners influence each other to achieve common objectives. The work will be based on identifying, obtaining and commissioning up to date and sound evidence.</p>		