

CABINET WORKING GROUPS 2023/24

Name of Group	Terms of reference	No of Members	Membership
Community Achievement Panel	To oversee the organisation of the Community Achievement Awards scheme and make recommendations on the recipients of those awards.	5	P Lees Chair M Sutton R Pavitt R Silcott J Moran
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	A Cooté Chair P Lees V Chair C Fiddy R Freeman M Tayler G Driscoll B Regan S Barker C Martin A Dean
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 Nine members of the Council to be appointed by the Cabinet, on nomination by group leaders. The group will also have two independent members of the</p>	9 + 2 Independent members	N Reeve Chair N Hargreaves V Chair D McBirnie J Evans G Bagnall C Criscione

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	<p>public to provide additional support and guidance to the members. Quorum to be 50% of the Board membership (including the two independent members i.e. 6 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>		<p>R Gooding G Sell N Gregory</p>
Local Plan Leadership Group	<p>(Status) <input type="checkbox"/> The LPLG is a working group of the Cabinet. It may make recommendations but is not a decision-making body.</p> <p>(Membership) <input type="checkbox"/> Nine members of the Council to be appointed to the LPLG by Cabinet. Substitutes are not permitted.</p> <p>(Quorum) <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> <p>(Function)</p>	9	<p>G Bagnall Chair R Pavitt V Chair J Evans N Reeve R Freeman M Tayler R Gooding C Criscione J Loughlin</p>

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	<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 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; <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 	5	M Sutton Chair A Reeve V Chair J Moran J Davey

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	<p>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"> 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 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 		G Sell

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	<p>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>		
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) Review and anticipate future developments at the airport and in aviation policy.</p>	7	<p>J Evans Chair</p> <p>M Coletta</p> <p>M Foley V Chair</p> <p>M Sutton</p> <p>J Moran</p> <p>M Lemon</p> <p>A Dean</p>