

## CABINET WORKING GROUPS 2018/19

Name of Group	Terms of reference	No of Members	Lead Officer	Current Membership
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	John Freeman Petrina Lees Janice Loughlin Vic Ranger Julie Redfern
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> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> </ul>	7 + the Deputy Leader of ECC	Dawn French	Leader of the Council – Howard Rolfe Deputy Leader of Essex County Council – Kevin Bentley Portfolio Holder for Environmental Services – Susan Barker Portfolio Holder for Communities and Partnerships – Vic Ranger Portfolio Holder for Housing – Julie Redfern Chairman of the Planning Committee – Alan Mills Leader of the R4U Group – John Lodge Leader of the Liberal Democrat Group – Alan Dean

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	<p>panel.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>The objectives of the Board will be:</p> <ul style="list-style-type: none"> <li>•</li> <li>• to take a strategic view about the potential delivery of the Garden Communities over and beyond the period of the local plan;</li> <li>• promote the delivery of Garden Communities that will be provided in compliance with the Town and Country Planning Association garden city principles,</li> <li>• to promote the new Garden Communities as exemplars of 21<sup>st</sup> 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;</li> <li>• 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</li> </ul>			

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	<ul style="list-style-type: none"> <li>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.</li> </ul>			
Highways Panel	<ul style="list-style-type: none"> <li><b>The LHP is Accountable for:</b></li> <li>Recommending the annual LHP programme for submission to the Cabinet Member with responsibility for Local Highway Panels.</li> <li>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> <li><b>The LHP is Responsible for:</b></li> <li>Ensuring that when making recommendations the LHP:</li> <li>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>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> </ul>	4 + 4 County members	Rissa Long ECC	Heather Asker John Freeman Alan Mills Geoffrey Sell

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	<ul style="list-style-type: none"> <li>• Recommending work to be undertaken by the Highway Rangers and receive reports of the minor works to be undertaken by the Highway Rangers.</li> <li>• Monitoring the delivery of the annual LHP programme.</li> <li>• Considering and respond to any requests referred to the LHP by other council constituted bodies, panels or groups.</li> </ul> <p>The membership consists of the four county councillors representing county divisions within Uttlesford and four district councillors.</p> <p>Meetings are held quarterly and the quorum is three as long as either the Chairman or Vice-Chairman is present.</p> <p>Meetings are not open to the public other than by specific invitation of the Chairman, although written questions may be submitted for consideration. The person submitting the question may be invited to attend to receive an answer orally.</p>				
Housing Board	<ol style="list-style-type: none"> <li>1. Inform on and monitor the performance and delivery of all Council housing related strategies and policies</li> <li>2. Monitor housing related performance indicators</li> <li>3. Inform on and monitor the Council's Housing</li> <li>4. Monitor the Council's Housing Revenue Account</li> <li>5. Monitor and inform on the delivery of affordable housing units in the District</li> </ol>	10 + 2 tenant reps	Roz Millership	Alan Dean Terry Farthing (VC) Marie Felton (C) John Freeman Anthony Gerard	Petrina Lees Janice Loughlin Alan Mills Vic Ranger Julie Redfern

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	6. Consider the use of existing housing stock and other housing assets				
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	Susan Barker (VC) Paul Davies Alan Dean Stephanie Harris Petrina Lees	John Lodge Janice Loughlin Alan Mills Edward Oliver Howard Rolfe (C)
Museum Management Working Group	<ol style="list-style-type: none"> <li>1. The Group shall comprise the Cabinet Member with responsibility for the Museum Service and three further members and four directors of the Society.</li> <li>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.</li> <li>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.</li> <li>4. The Group is to meet a minimum of four times in a year in order to:- <ol 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</li> </ol> </li> </ol>	5	Richard Auty	Robert Chambers (C) Barbara Light Vic Ranger Geoffrey Sell Lesley Wells	

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	<p>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</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>			

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Refugee Working Group	To oversee the implementation of the Council's policies regarding the support for refugees within the Uttlesford areas	5	Roger Harborough	Graham Barker Alan Dean Marie Felton	Sharon Morris Julie Redfern
Stansted Airport Advisory Panel	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) Monitor the implementation of Section 106 agreements and related undertakings by MAG and others 4) Review and anticipate future developments at the airport and in aviation policy.	10	Roger Harborough	Keith Artus (C) Terry Farthing Paul Fairhurst Martin Foley Anthony Gerard	Thom Goddard Derek Jones (VC) Gary LeCount 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	Susan Barker Terry Farthing Martin Foley Richard Freeman Lesley Wells	