

## Appendix D

### CABINET ~~OVERVIEW~~ POLICY DEVELOPMENT WORKING GROUP

#### Terms of reference

1. To prepare a work programme as directed by Cabinet to consider issues of relevance to Harlow.
2. To review the key issues relating to the work plan policy item in order to identify and propose to Cabinet, practicable, affordable and prioritised recommendations which improve the effectiveness of the policy within the resources available.

#### Chairing and membership

1. Cabinet shall appoint the Chair, ~~and Vice Chair of the Working Group along with its membership which can be drawn from the full membership of the Council and membership of the Working Group.~~
2. The Chair ~~shall be a member of the Administration~~ and ~~the~~ Vice Chair shall be a member of the Administration.