

**CPA TASK GROUP held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN at 5pm on 12 JUNE 2003**

Present:- Councillor A Dean – Chairman  
Councillors R J Copping, E J Godwin, R T Harris and  
A M Wattebot

Officers in Attendance: E Forbes, R Haylock, I Orton and B D Perkins

**CPA1 THE ROLE OF THE GROUP**

The Chief Executive explained that the role of the group was to oversee the Council's preparation for the CPA process. She explained that the terms of delegation to the Task Group were as follows:-

- (i) To commission on behalf of the Council, a peer group review to assist with the Council's process of self-assessment
- (ii) To consult external partners as appropriate to assist self-assessment and improvement planning
- (iii) To approve relevant training and external advice as required
- (iv) To keep the Council informed and make recommendations as appropriate

**CPA2 CPA THE PROCESS**

The Performance Manager explained that the most important part of the CPA is self-assessment. The Chairman stressed the importance of striking a relevant balance in the process; members not involved with the Task Group must be kept well informed. In response to a question from the Chairman, the Chief Executive informed Members that other senior offices and a cross section of staff would be getting involved in the CPA process.

**CPA3 TIMESCALE**

The Performance Manager outlined the key dates as follows:-

- (i) 3 October – Draft Peer Review document completed
- (ii) 7 November – Deliver Peer Review documentation
- (iii) 24 November - Peer Review Team on site
- (iv) 2 January – CPA document deadline
- (v) 9 January – CPA document to be submitted to the Audit Commission
- (vi) 23 February – External CPA inspection

The Chief Executive reminded the Task Group that it is important to remember that the outcome of the assessment is as much a reflection of Members' performance as it is of officers' performance, the Chairman suggested that Members start to take a more pro-active role in preparing for this assessment.

**CPA4 PEER REVIEW OF SELF-ASSESSMENT**

The Performance Manager recommended that the Council choose the IDeA to provide the forthcoming Peer Review. Members were in agreement with this recommendation. In response to a question from Members, the Performance Manager explained that he was unable to advise on which category Uttlesford was likely to be placed in, this was because initial scoring mechanisms are subject to change. The Chief Executive suggested that the Performance Manager could provide a broad overview in order to identify weak areas.

**CPA5 KEY ISSUES**

Councillor Godwin expressed concern regarding the timing of the CPA inspection, she reminded the group that officers were already under significant pressure as a result of the Stansted Airport issue and the proposal for 50,000 new houses in the M11 corridor.

The Chief Executive informed Members that there was a budget of £15,000 reserved for additional CPA work. This money could be used for specialist advice or training.

**CPA6 CPA WORKSHOP 23 JUNE 2003**

The Chief Executive informed the Group that the District Auditor has been booked for the workshop to give a presentation on his understanding and methodology. Members agreed that an open question and answer session would be helpful at the workshop. The Chairman suggested that a note should be sent out inviting officers to attend his workshop.

**CPA7 DATES OF FURTHER MEETINGS**

Councillor Godwin suggested that in the future meetings should be held on a fortnightly basis in order to stay on schedule.

The proposed date for the next meeting was 26 June at 9.30 a.m. subject to confirmation.

The meeting ended at 6.10 pm.