

**CPA TASK GROUP held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN at 9.00 am on 17 SEPTEMBER 2003**

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

Officers in attendance:- M Cox, J B Dickson, I Orton, B D Perkins and  
J Rice.

**CPA34 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A J Ketteridge and  
A M Wattebot.

**CPA35 NOTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 4 September 2003 were received, confirmed  
and signed by the Chairman as a correct record.

**CPA36 CORPORATE SELF-ASSESSMENT**

The Performance Manager tabled the first final draft of the Corporate  
Performance Assessment. He asked the meeting to consider and agree this  
initial draft and to forward any additional comments to him by the end of the  
week. This draft would then be circulated to all Members before the CPA  
Workshop on 30 September. The strategic meeting to be held on 20  
September would confirm the Council's main themes/priorities and any other  
comments made could be incorporated into this document.

He explained that the next stage would be to strengthen and expand the  
document and also to develop examples to substantiate the statements made.  
Members noted the areas where performance was relatively good and others  
where further development was required. Councillor Copping questioned the  
extent of partnership working and resource sharing. The Performance  
Manager said that a meeting of Uttlesford Futures had been arranged for 20  
October when this document would be discussed, and the partner  
organisations would need to make a commitment at that time. Examples of  
performance achievements would need to be included within the document. A  
brain storming session might be a useful way to develop these, as would the  
meetings that Performance Manager planned to hold with all staff.

**CPA37 OPEN SPACES/HOUSING MARKETS DOCUMENTS**

The Performance Manager said he had met further with officers to discuss  
these documents. They would be considered at the next Futures meeting and  
the final draft prepared.

**CPA38 MEMBERS WORKSHOP – SCORING MECHANISM**

The Performance Manager outlined the proposed scoring method for the forthcoming Members' Workshop. It was hoped that this would be a useful exercise to obtain views and comments from Members. However, the realistic scoring would need to be undertaken by this Group. The Acting Chief Executive said that Senior Officers had also been invited to this workshop.

**CPA39 SITE VISIT TO NORTH NORFOLK**

Councillors A Dean, R Harris and the Performance Manager had visited North Norfolk Council on 10 September. Councillor Harris had found the day encouraging and in comparison that this Council was progressing satisfactorily. Councillor A Dean said the need for full-time administrative support during the process had become clear. Also, the Council should be open and honest and be able to defend the statements made. John Rice added that the key to strengthening this Council's position would be to publish the Quality of Life Corporate Plan by the end of the year.

**CPA40 IDeA PEER CHALLENGE**

The Performance Manager circulated a draft timetable for the three day Peer Challenge. This would be adapted to apply to this authority. He would discuss this with colleagues and bring any changes to the next meeting.

**CPA41 DATES OF NEXT MEETINGS**

The Performance Manager circulated proposed dates for future meetings. Members would be contacted with regard to the timing of the meetings. The dates were as follows:

8 October 2003  
 29 October 2003  
 19 November 2003  
 3 December 2003  
 17 December 2003  
 7 January 2004  
 28 January 2004  
 11 February 2004  
 18 February 2004

The meeting ended at 10.15 am.