

**CPA TASK GROUP held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 10.45 am on 8 OCTOBER 2003**

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

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

CPA42 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A M Wattebot.

CPA43 NOTES OF THE PREVIOUS MEETING

The notes of the meeting held on 17 September 2003 were received,
confirmed and signed by the Chairman as a correct record.

CPA44 MATTERS ARISING

(i) CPA39 - Site Visit to North Norfolk

The Policy and Performance Manager reported that all indications were that
North Norfolk District Council would be awarded 'Fair', as had all other
authorities in the Norfolk County.

(ii) CPA36 – Corporate Self Assessment

In response to a query, the group were informed that a lunchtime session had
been arranged with Uttlesford Futures Partners on 20 October, when the
Partner organisations would be requested to comment on the Corporate Self
Assessment document.

CPA45 CORPORATE SELF ASSESSMENT – PROGRESS REPORT

The Policy and Performance Manager reported that he had incorporated
Members' comments in version 4 of the Corporate Self Assessment
document. This version included examples from CPA submissions by other
local authorities and now included relevant examples of this authority's
achievements. Decisions taken at the meeting with Uttlesford Futures on 20
October would be incorporated into the version that would be forwarded to
IDeA in the first week of November.

It was agreed that the final copy of CPA document be circulated to the
Members prior to sending it to IDeA.

CPA46 TRAINING FOR CPA-UPDATE

The Policy and Performance Manager informed the Group that he had consulted four groups of staff and all staff consulted had graded Corporate Self Assessment as 'Fair'.

Councillor Dean suggested that all achievements of Uttlesford District Council in the last three years should be highlighted on flowcharts and displayed at the meeting on 20 October.

The Policy and Performance Manager informed the Group that a Newsletter was currently being printed and would be circulated on Friday, 10 October. The next Newsletter regarding the flow of events in October would be circulated towards the end of October.

CPA47 MEMBERS' TRAINING

The Group requested that arrangements should be made for them to receive training from experienced officers and Members of other local authorities who had recently been assessed for CPA.

It was agreed that Members' Training to be arranged for the end of November after IDeA report had been received.

CPA48 DRAFT SCHEDULE FOR IDeA PEER CHALLENGE

The Policy and Performance Manager circulated a draft schedule of interviews and meetings for the three days Peer Challenge, which would be held on 24, 25 and 26 November 2003.

It was agreed that Chairmen and Vice Chairmen of all Committees be invited to attend the Workshop on Monday, 24 November from 6.00 to 7.00 pm. All Members to be invited to the Workshop on Tuesday, 25 November.

CPA49 MEMBERS CPA WORKSHOP

The Policy and Performance Manager confirmed that the Members' score was broadly the same as that at the officer CPA Workshop.

CPA50 DISTRICT CPA

The Policy and Performance Manager said that the results from recent CPA assessments showed some inconsistency in approach. Next week the Director of Resources and the Policy and Performance Manager would be visiting Horsham District Council, which had been awarded 'Excellent' in its recent assessment.

CPA51 **TIMESCALE UPDATE**

The Policy and Performance Manager said that he would send out a revised timescale incorporating decisions taken at this meeting.

CPA52 **DATE OF THE NEXT MEETING**

It was agreed that the next meeting would be held on Tuesday, 4 November 2003 at 8.30 am.

The meeting ended at 11.35 am.