

30 September 2003

Dear Councillor

CPA TASK GROUP

A meeting of the CPA Task Group will be held in the Chief Executive's Office at the Council Offices, London Road, Saffron Walden, on 8 October at **10.30 am**.

Yours faithfully

BRIAN PERKINS

Acting Chief Executive

A G E N D A
P A R T I

- 1 Apologies for absence and declarations of interest.
- 2 Notes of the meeting held on 17 September 2003 (to follow).
- 3 Matters arising.
- 4 Corporate Self Assessment – Progress Report.
- 5 Training for CPA – Update.
- 6 IDeA Peer Challenge – Draft Timetable – to be tabled.
- 7 Members CPA Workshop – Feedback.
- 8 Lessons from District CPA – Information.
- 9 Timescale – Update – to be tabled.
- 10 Any other items which the Chairman considers to be urgent.

To:- Councillors **A Dean**, R J Copping, E J Godwin, R T Harris, A J Ketteridge and A Wattebot.

Lead Officer: Ian Orton
Committee Officer: Maggie Cox

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate.

You also have the opportunity to ask questions or make statements before meetings of the Council and the Resources, Community and Leisure, Environment and Transport, Health and Housing and Scrutiny Committees. This 'question time' takes place at 7.30pm prior to the normal business of the meeting. You must give at least 2 working days notice if you intend to speak. Also, it would be helpful if you could let us know what the questions are, so that we can investigate the issue for you, if possible.

The agenda is split into 2 parts. Most of the business is dealt within Part I which is open to the public. Part II includes items which must be discussed in the absence of the press or public, as they might deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Mick Purkiss on 01799 510430, Rebecca Haylock on 01799 510433, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 or by fax on 01799 510550