

**CPA TASK GROUP held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 6.00 pm on 19 NOVEMBER 2003**

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

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

CPA62 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor E J Godwin.

CPA63 NOTES OF THE PREVIOUS MEETING

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

CPA64 PUBLIC OPEN SPACE & BALANCED HOUSING MARKETS REVIEWS

The Performance Manager circulated the draft assessment (version 3) of the 'Balanced Housing Markets' and 'Public Open Space' documents. He informed the Members that this was part of the seven documents to be submitted for CPA in January 2004.

Members were requested to send their comments regarding these documents to the Performance Manager.

CPA65 THE IDEA PEER CHALLENGE

The Performance Manager confirmed the dates for CPA Peer Challenge and informed the Members that all arrangements had been made for the Peer Challenge meeting from Monday 24 to Wednesday 26 November 2003. Councillor A Dean would E Mail letters to all Members informing them about details regarding the IDEa Peer Challenge.

CPA66 CPA ON SITE - TIMESCALE

The Performance Manager circulated a draft schedule for the CPA inspection which would be held in February 2004. The CPA Inspectors would visit the Council from Monday 23 February to Friday 27 February 2004. Two site visits would be arranged for the Inspectors. Members and Staff were requested to make suggestions as to which five sites could be shown to the Inspectors. In response to a query the Performance Manager informed the Members that it was not known who the Inspectors would be. He further informed the Members that when the IDEa Inspectors would look at the overall corporate health of the Organisation, they could also look at the partnership models and member/officer relationship.

CPA67 **COMPARATIVE DATA - UPDATE**

The Group considered the Performance Management Quarterly Monitoring Report and the areas where targets had been met and areas where some work was still required, were noted.

CPA68 **TRAINING UPDATE**

The Group was informed that the Committee and Communications Manager would send a letter to the Members requesting them to identify their training needs after six months in office.

CPA 69 **DATE OF THE NEXT MEETING**

The next meeting will be held on 3 December 2003 at 9 am

The meeting ended at 6.35 pm.