

**CPA TASK GROUP held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 6.00 pm on 17 DECEMBER 2003**

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

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

CPA78 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R J Copping and E J Godwin.

CPA79 NOTES OF THE PREVIOUS MEETING

The notes of the meeting held on 3 December were received, confirmed and signed by the Chairman as a correct record.

CPA80 THE IDeA PEER CHALLENGE – DRAFT FEEDBACK

The Performance Manager informed the Members that a report on feedback from the Peer Group would be circulated to the Members before the Christmas holidays. Members were requested to send their comments to the Performance Manager by the end of this month.

CPA 81 CPA DOCUMENTATION – TIMESCALE

The Acting Chief Executive reported that the Council at its meeting on 16 December 2003 had authorised this Task Group to sign and submit the CPA Documents to the Audit Commission.

The Performance Manager informed the Members that all documents for the CPA assessment had to be submitted by the 5 January but the Council had been given a two-day extension up to Wednesday 7 January 2004 because of the holidays. The Task Group would finalise all documents at its meeting on 7 January 2004 at 9 am. The following documents would be submitted to the Audit Commission:

- Corporate Self-Assessment.
- Diagnostic Review of Balanced Housing Markets & Decent Homes Standard.
- Diagnostic Review of Public Open Space.
- The Improvement Plan
- Indicative Score indicating the Council is Good.

All documents would be hand delivered to Audit Commission Offices in Leicester on the same day. These documents would be in CD ROM form and a hard copy of all the documents would also be submitted.

The Group discussed the Draft Improvement Plan and suggested amendments.

It was agreed that the report from the Peer Group to be sent electronically and also be posted to all the Members of this Group.

Any comments on the above documents to be sent to the Performance Manager by Tuesday 30 December 2003 by 5 pm.

CPA82 CPA TOUR AND SITE VISIT – TUESDAY 10 FEBRUARY 2004

A draft was circulated at the meeting suggesting sites, which could be included in the site visit programme for the CPA Inspectors.

It was agreed that any comments/suggestions be submitted to the Performance Manager by Tuesday 6 January 2004.

CPA83 CPA TIME TABLE WEEK OF 23 FEBRUARY 2004

The Performance Manager reported that the Inspectors from the Audit Commission had indicated that they would like to meet Members. They might also attend Committee meetings, which would take place that week. He confirmed that the Inspectors would inform the Council in advance if they wanted to attend any meetings.

CPA84 TRAINING UPDATE

The Performance Manager reported that he had spoken to the Cambridge City Council and a representative from the Council had been invited to talk to Members in January 2004.

CPA 85 DATE OF THE NEXT MEETING

The next meeting will be held on Wednesday 7 January 2004 at 9 am.

The meeting ended at 6.35 pm.