

3 November 2003

Dear Councillor

SCRUTINY COMMITTEE 1 – COMMUNITY AND HOUSING

A meeting of the Scrutiny Committee 1 – Community and Housing will be held at the Council Offices, London Road, Saffron Walden, on Wednesday 12 November 2003 at 7.45 pm or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

BRIAN PERKINS

Acting Chief Executive

Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements, subject to having given two working days prior notice.

**A G E N D A
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting of Scrutiny Committee 1 – Community and Housing, held on 17 September 2003 (previously circulated).
- 3 Business arising.
- 4 Grants Allocation – Policy.
- 5 Work Programme – Community Plan.
- 6 Work Programme – CPA Process.
- 7 Work Programme – Port Health Services.
- 8 Best Value Review – Day Centres.
- 9 Scrutiny Training for Members.
- 10 Uttlesford Primary Care Trust – Update.

- 11 Matters Arising from Health & Housing Committee 23 October 2003.
- 12 Matters Arising from Community & Leisure Committee 28 October 2003.
- 13 Items referred by individual Members of the Council if any.
- 14 Any other items which the Chairman considers to be urgent.

To:- Councillors D Corke, M L Foley, M A Gayler, R T Harris, S C Jones,
A J Ketteridge, **A R Row**, E Tealby-Watson, A Wattebot and P A Wilcock.

Lead Officer: Ian Orton
Committee Officer: Catharine Roberts

Encs: Reports and documents as listed on agenda.

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