

9 November 2004

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 17 November 2004 at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

ALASDAIR BOVAIRD

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 22 September 2004 (previously circulated).
- 3 Business arising.
- 4 Performance Management for Second Quarter
- 5 The Role of Members on Outside Bodies
- 6 Communications update
- 7 Best Value Review of Services to Young People
- 8 Matters Arising from Community & Leisure Committee 2nd November

- 9 Matters Arising from Health & Housing Committee 4<sup>th</sup> November
- 10 Items referred by individual Members
- 11 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: Mick Purkiss  
Committee Officer: Cathy 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. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

Members of the public and representatives of parish and town councils are now permitted to speak at the meetings. You will need to register with the Committee Officer by 2.00 pm on the Friday before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

The agenda is split into 2 parts. Most of the business is dealt within Part 1 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, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 or by fax on 01799 510550.

## **FACILITIES FOR PEOPLE WITH DISABILITIES**

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf and would like a signer available at a meeting, please contact Mick Purkiss on 01799 510430 or [mpurkiss@uttelford.gov.uk](mailto:mpurkiss@uttelford.gov.uk) as soon as possible prior to the meeting.

## **FIRE/EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.