

7 December 2009

Dear Councillor

COUNCIL MEETING

A meeting of the Council will be held at the Council Offices, London Road, Saffron Walden on Tuesday, 15 December 2009 at 7.45pm, or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

Please note that at 7.00pm there will be a short presentation by PFI IPS about the provision of funding for local clubs and a number of cheques will be presented. All Members are invited to attend for this presentation.

Commencing at 7.30pm, 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 Report of the Independent Remuneration Panel. David Murtagh, the Chairman of the Panel, will present the Panel's recommendations for amendments to the Council's scheme of Members' allowances in 2010/11. The report is attached (pages 1/1 to 1/10).
- 2 Members' questions to the chairmen of policy, regulatory, overview and scrutiny committees and to group leaders (up to 15 minutes).
- 3 Apologies for absence and declarations of interest.
- 4 To receive and approve the Minutes of the meeting held on 20 October 2009 (pages 229 to 242).
- 5 Business arising.
- 6 Chairman's announcements.

- 7 Leader's announcements.
- 8 Matters referred from Committees:
 - i. Licensing Committee on 11 November 2009 – to consider a recommendation to approve a revised Gambling Policy to take effect from 31 January 2010 (page 8i/1 and draft Statement of Gambling Act Policy attached).
 - ii. Constitution Working Group on 23 November 2009 – to consider a recommendation about changing the Council's constitutional arrangements to an executive format based on an executive leader and cabinet model (pages 336 to 338 and 8ii/1 – 8ii/6).
 - iii. Development Control Committee on 25 November 2009 – to consider a recommendation about changing the cycle of meetings from three weekly to four weekly (page 8iii/1).
 - iv. Finance and Administration Committee on 26 November 2009 – to consider a recommendation to transfer amenities to Saffron Walden Town Council.
- 9 To consider a report on outsourcing the Council's carbon management programme.
- 10 Strategic solutions – to receive the report of the Revenues and Benefits Partnership Member Task Group.
- 11 Towards a new management structure.
- 12 To consider questions, if any, under Procedure Rule 8.2.
- 13 Any other items which the Chairman considers to be urgent.

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.

Members of the public and representatives of parish and town councils are permitted to speak at the meetings. You will need to register with the Committee Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may 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 Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Procter 01799 510433 Cathy Roberts on 01799 510434, or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

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 or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email psnow@uttlesford.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 designated fire 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 make your way to the flagpole near the visitor car park. Do not wait immediately next to the building.
- Do not re-enter the building until told to do so.