

5 April 2012

Dear Councillor

COUNCIL MEETING

A meeting of the Council will be held at the Council Offices, London Road, Saffron Walden, on Tuesday, 17 April 2012 at 7.45pm, or at the conclusion of the public speaking session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

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 Apologies for absence and declarations of interest.
- 2 To receive and approve the Minutes of the meeting held on 23 February 2012.
- 3 Business arising.
- 4 Report of the Independent Remuneration Panel recommending a members' allowance scheme for 2012/13. The report was deferred at the meeting on 23 February for consideration at this meeting. This year's Chairman of the Panel David Barron will again be present to answer any questions from members.
- 5 Presentation from Dr Peter Knight of the Local Government Boundary Commission for England on the Further Electoral Review of the Uttlesford District scheduled to begin very shortly. Dr Knight is the lead Commissioner for the Uttlesford review and will be accompanied by Danny Edwards and Paul Kingsley who are the officers overseeing the review. The LGBCE representatives will be pleased to answer any questions members may have about the process and timetable of the review.

- 6 Members' questions to the Leader, members of the executive and chairmen of committees (up to 15 minutes).
- 7 Chairman's announcements.
- 8 Leader's announcements.
- 9 Matters received from the executive (standing item). No items have been referred for consideration at this meeting.
- 10 Matters received about joint arrangements and external organisations (standing item). No items have been referred for consideration at this meeting.
- 11 Matters received from committees and working groups (standing item):
 - a) To consider a recommendation from the Constitution Working Group to approve amendments to the Constitution (see attached amendments in full set out at appendix A). Once proposed and seconded, the amendments will, under Procedure Rule 20.2, stand adjourned without discussion to the next ordinary meeting of the Council.
 - b) To consider further recommendations from the Constitution Working Group about the procedure to be adopted in dealing with complaints of breaches of the Code of Conduct by individual members of the Council (see attached Minute of the CWG meeting held on 9 February 2012 and Appendix B).
 - c) To consider a recommendation from the Standards Committee on 12 March 2012 for the adoption of a revised Code of Conduct (see attached extract from Minute S25 and Appendix C).
 - d) To approve an amendment to Procedure Rule 1.1.10 to add the words "(only at the first meeting of a newly elected council)" at the end of the paragraph. This wording was omitted in error from the revised Constitution. Once approved, the amendment will stand adjourned to the next meeting of the Council.
- 12 Further Electoral Review of the Uttlesford District – to consider the procedures to be adopted as part of the review and to give preliminary consideration to the matter of council size.
- 13 To consider nominations for the posts of Chairman and Vice-Chairman of the Council as required under Article 5.1.2.
- 14 To consider motions received, if any, under procedure rule 10. No motions have been received for consideration at this meeting.
- 15 Any other items which the Chairman considers to be urgent.

To: All members of the Council.

Lead Officer: John Mitchell (01799 510400)

Democratic Services Officer: Peter Snow (01799 510430)

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or 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 now permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services 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.

A different scheme is applicable to meetings of the Planning Committee and you should refer to the relevant information for further details.

Please note that meetings of working groups and task groups are not held in public and the access to information rules do not apply to these meetings.

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 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 Dobson 01799 510433, 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 a designated officer. 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.