

4 May 2012

Dear Councillor

ANNUAL COUNCIL MEETING

Notice is hereby given that the Annual Meeting of the Council will be held in the Council Chamber at the Council Offices, London Road, Saffron Walden on Tuesday 15 May 2012 at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

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 PART I

- 1 Standards Committee Annual report – Presentation by Sean Brady, Chairman of the Committee.
- 2 To elect a Chairman of the Council for the ensuing year.
Councillor C A Cant has already been nominated for this post under Article 5.1.2.
- 3 Chairman to make the Statutory Declaration of Acceptance of Office.
- 4 To appoint a Vice-Chairman of the Council for the ensuing year.
Councillor E W Hicks has already been nominated for this post under Article 5.1.2.
- 5 Vice-Chairman to make the Statutory Declaration of Acceptance of Office.
- 6 Apologies for absence and declarations of interest.
- 7 To receive the Minutes of the meeting held on 17 April 2012.
- 8 Business arising.

- 9 Leader's Announcements.
- 10 Formally to review the political balance of the Council.
- 11 Appointment of Committees for 2012/13 (list of appointments to follow).

To appoint the following Committees:

Regulatory Committees

- Planning (14)
- Licensing and Environmental Health (11)

Scrutiny Committees

- Performance and Audit (10)
- Scrutiny (10)

Other Committees

- Standards Committee – 6 Members (1 from each political group, each group to nominate up to 3 members) and 3 independent members (non voting).
(to be appointed from 1 July 2012 or at other such date as may be specified by statutory instrument for ss. 27 – 28 Localism Act 2011 to come into effect – until that date the existing Standards Committee to be reappointed).
- Staff Appeals – 8 Members.

All Committees to then appoint their chairman and vice chairman except Staff Appeals Committee.

- 12 To appoint the following working groups for 2012/13 (list of appointments to follow)
- Constitution Working Group (8)
 - Local Joint Committee (3)
 - Electoral Working Group (8)
- 13 To appoint Chairmen and Vice Chairmen of the Area Forums.
- 14 To agree the constitutional amendments to reflect the provisions in sections 26 - 34 Localism Act 2011 from 1 July 2012 or such other date as the Secretary of State may appoint for such provisions to come into effect, and to remove words in Procedure Rule 1.1.10 that stood adjourned from the Council meeting on 17 April 2012.
- 15 To agree that part of the scheme of delegation that the Constitution determines it is for the Council to agree (set out in Part 3 of the Constitution).

- 16 To adopt a Code of Conduct to be effective from 1 July 2012 or such other date as the Secretary of State may appoint for s.28 Localism Act 2011 to come into effect.

Please see attached report to the Standards Committee on 14 May 2012 – verbal update to follow.

- 17 New Homes Bonus progress report.
- 18 To consider the size of the Council as part of the Further Electoral Review (verbal update).
- 19 To consider motions received, if any, under procedure rule 10.
- 20 Any other items which the Chairman considers to be urgent.

To:- All Members of the Council

Lead Officer: John Mitchell

Democratic Services Officer: Peter Snow

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.