

15 March 2006

Dear Councillor

OPERATIONS COMMITTEE

A meeting of the Operations Committee will be held in the Committee Room at the Council Offices, London Road, Saffron Walden on Thursday 23 March 2006 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 held on 2 February 2006 (previously circulated) and 9 February 2006 (herewith).
- 3 Business arising.
- 4 Procurement Hub for North Essex

Item for decision

The report of the Executive Manager Strategy and Performance deals with a proposal for a Procurement Hub for North Essex, providing day to day procurement advice and expertise to the Council and recommends that the Council enters a 3 year agreement for a North Essex Procurement Hub subject to satisfactory ongoing negotiations

- 5 CCTV – Saffron Walden

Item for decision

The report of the Community Safety Manager deals with a request by the Town Council to take over the management and responsibility for the CCTV system in Saffron Walden and recommends that this is allowed.

6 Replacement Photocopier Contract

Item for decision

The report of the Executive Manager Customer Services seeks approval for the replacement of six photocopiers with a four-year contract with Canon UK Limited and for the exception to requirement of competition to be applied pursuant to the Council's Financial Regulations and Standing Orders.

7 Customer Relationship Management System Licence

Item for decision

The report of the Executive Manager Customer Services confirms the action taken in accordance with the Council's Financial Regulations, Standing Orders and new constitution in upgrading the Northgate Front Office customer relationship management (CRM) system licence from 20 users to unlimited user access, and seeks the Committee's approval of this course of action.

8 Integrated Customer Management Progress Report (to follow)

9 VAT on Car Parking

Item for decision

The report of the Executive Manager Finance and Asset Strategy explains that following a recent court case councils may have no need to charge VAT on car parking which could result in the Council being due a refund. It is recommended that the Committee instructs the Environment Committee to consider any final ruling on this when setting future car park charges.

10 Industrial Action – Update

11 Any other items that the Chairman considers to be urgent.

To: Councillors R P Chambers, M L Foley, M A Gayler, E Gower, D W Gregory, R T Harris, **S C Jones**, A J Ketteridge, T P Knight, V J T Lelliott, A R Row, M J Savage, G Sell and P A Wilcock.

Lead Officer: Philip O'Dell
Committee Officer: Catharine Roberts

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 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 two parts. Most of the business is dealt with in 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 or have impaired hearing and would like a signer available at a meeting, please contact Mick Purkiss on 01799 510430 or email mpurkiss@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 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.