

20 September 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 28 September 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 PART I

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 29 June 2006 (previously circulated).
- 3 Business arising.
- 4 References from other Committees

Items for decision

This item comprises:-

- (i) Recommendations by the Community Committee at its meeting on 14 September with regard to items 7,12,13 and 14 on its agenda (copy decision list attached)
  - (ii) The report of the Executive Manager (Environment and Cultural Services) to the Environment Committee recommends an addition of £15,000 to the capital programme as additional funding for fuel pumps at depots. Report (item 11) from the agenda of the Environment Committee meeting to be held on 26 September 2006 is attached.
- 5 Integrated Customer Management Update

Item for information

This report provides details of the progress of the Integrated Customer Management (ICM) project. It focuses on developments of key aspects of the project.

6 Statement of Accounts 2005/06 (To follow)

Item for decision

The report of the Executive Manager (Finance and Asset Strategy) accompanies the report from the Audit Commission on the Council's draft Statement of Accounts and a re-submission of the revised Statements for adoption by the Committee. Any recommendations from the Performance Select Committee which met on 21<sup>st</sup> September to consider the Audit Commission report will also be notified to the Committee.

7 Operations Committee Budgetary Control 2006/07

Item for decision

The report from various Executive Managers, led by the Executive Manager (Finance and Asset Strategy) looks at the budgetary control position of the Committee's services and activities to 31<sup>st</sup> July 2006.

8 Corporate Budgetary Control 2006/07

Item for decision

The report from the Executive Manager (Finance and Asset Strategy) looks at the summarised budgetary control position for all the Council's services and activities to 31<sup>st</sup> July 2006, following consideration of the detailed position by relevant committees.

9 Operations Committee Budget 2007/08

Item for decision

The report from various Executive Managers, led by the Executive Manager (Finance and Asset Strategy) looks at the budget position of the Committee's services for the financial year 2007/08.

10 Council Budget 2007/08

Item for decision

The report of the Executive Manager (Finance and Asset Strategy) looks at the latest position regarding the Council's 2007/08 General Fund budget and proposes a strategy to achieve a balanced budget position.

11 Review of Polling District and Polling Places

Item for decision

This report contains recommendations for the adoption of a revised scheme of polling arrangements.

The Council began a statutory review of polling districts and places on 1 September 2005 and must decide on suitable arrangements for its district after appropriate consultation. A notice was published in the local press and letters sent to all relevant parties seeking views.

Each area panel has made recommendations to this Committee which remains responsible for the determination of all electoral matters.

The new scheme adopted will operate at all elections held from 1 December 2006 onwards.

12 Civic Suite Charging Policy

Item for decision

The report of the Executive Manager (Human Resources) is attached.

13 Local Government Pension Scheme Changes

Item for decision

The report of the Executive Manager (Human Resources) will be circulated.

14 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.

Encs Reports as listed on the agenda

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](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 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](mailto: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.