

24 January 2007

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 1 February 2007 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 16 November 2006 (previously circulated).
- 3 Business arising.
- 4 Lead Officer's Report (to follow).

Item for information

This is a general report by the Lead Officer on information items and developments since the last meeting that are not on this agenda

- 5 Returning Officer's fees and expenses

Item for decision

The report recommends increases to the Returning Officer's Scale of Fees and Expenses to be used at elections of district and parish councillors with effect from 1 March 2007.

6 Anti Fraud Policy

Item for decision

On 2 February 2006 the Committee approved an Anti Fraud Policy in relation to housing benefit and council tax benefit which should be reviewed regularly. The current policy needs amendment to take account of a change in funding arrangements and the shift in emphasis from sanctions to recovery. Members are requested to adopt the revised policy which appears as Appendix A to this report highlighting the amendments from the former policy.

7 Museum Heritage Quest Centre: Interim Report and Timetable

Item for information

To advise Members of progress with fundraising for the Heritage Quest Centre and the timetable for the Heritage Lottery Fund application.

8 IT Working Group

Item for decision

To consider the Minutes which include recommendations from the meeting held on 17 January 2007 at minute ITWG 30.

9 Operations Committee Revenue Budget 2007/08 (to follow).

Item for decision

To consider the Committee's base budget, spending pressures and savings proposals .

10 Operations Committee Capital Programme 2007/08 to 2009/10 (to follow).

Item for decision

To decide which of the draft Capital Programme schemes for the Operations Committee to include in this Committee's consideration of the whole Capital Programme on 8 February 2007.

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.