

7 November 2007

Dear Councillor

## **FINANCE AND ADMINISTRATION COMMITTEE**

A meeting of the Finance and Administration Committee will be held in the Committee Room at the Council Offices, London Road, Saffron Walden on Thursday 15 November 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 of the Finance and Administration Committee held on 20 September 2007 (copy herewith).
- 3 Business arising.
- 4 Chairman's Verbal Report (5 minutes).  
  
Item for information  
  
To receive the report of the Chairman of the Committee
- 5 Lead Officer Report (10 minutes).  
  
Item for information  
  
To receive the report of the Acting Chief Financial Officer

6 Replacement Noise Monitoring Equipment: Takeley.

Item for decision

To consider whether to replace or permanently discontinue this equipment

7 Review of Polling Districts and Places.

Item for decision

To consider approving and adopting a suitable scheme of polling district and places in the light of the recommendation in the reports (Appendices 8 and 9 to follow).

8 Uttlesford in 2011 Transformation Programme – Progress Report (10 minutes).

Item for decision

To consider the progress report of the Director of Business Transformation covering the progress of each of the Transformation work streams.

9 Wicken House (10 minutes) (to follow)

Item for decision

To consider the report of the Chief Executive following receipt of a letter from Essex County Council with future options for Wicken House.

10 Voluntary Redundancy and Early Retirement (20 minutes) (to follow).

Item for information

An update by the Chief Executive following completion of the decision process for those staff wishing to take early retirement, or voluntary redundancy.

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

To: Councillors **R P Chambers**, R Clover, K L Eden, M L Foley, M A Gayler, D M Jones, A J Ketteridge, T P Knight, R M Lemon, H S Rolfe, R D Sherer, G Sell, A D Walters and P A Wilcock.

Lead Officer: Adrian Webb  
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.