

5 June 2001

Dear Councillor

INTERNAL SERVICES SUB-COMMITTEE

A meeting of the Internal Services Sub-Committee will be held at the Council Offices, London Road, Saffron Walden, on 13 June 2001 at 7.30 pm.

Yours faithfully

ELIZABETH FORBES

Chief Executive

**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 7 April 2001 (previously circulated).
 - 3 Business arising.
 - 4 Reports of representatives on outside bodies.
 - 5 Items referred from other Committees.
- Items for Decision**
- 6 Training carry over.
 - 7 Minutes of the meeting of the IT Working Party held on 10 May 2001 (attached).
 - 8 Business arising.
- Item for Information**
- 9 Race Relations Amendment Act 2000.
 - 10 Any other items which the Chairman considers to be urgent.

PART II
(para, 1, 7 and 9 of Part 1 of Schedule 12A of the Act)

Item for Decision

11 Honorarium Payment

Lead Officer: Carole Hughes
Committee Clerk: Peter Snow

To:- Councillors **E C Abrahams**, Mrs C A Bayley, W F Bowker, Mrs C A Cant,
R P Chambers, A Dean, D M Jones, R A Merrion, A R Row, R W L Stone and
A R Thawley.

Enc: Minutes of the meeting of the ITWP
 Reports as listed on agenda

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee and Sub-Committee meetings and listen to the debate.

You also have the opportunity to ask questions or make statements before meetings of the Council and the Policy and Resources, Planning and Development and Community Services Committees. This 'question time' takes place at 7.30pm prior to the normal business of the meeting. You must give at least 2 working days notice if you intend to speak. Also, it would be helpful if you could let us know what the questions are, so that we can investigate the issue for you, if possible.

The agenda is split into 2 parts. Most of the business is dealt within Part I 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, Laurel Crowe on 01799 510433 or Maggie Cox on 01799 510434 or by fax on 01799 510550.