19 September 2007

Dear Councillor

PERFORMANCE SELECT COMMITTEE

A meeting of the Performance Select Committee will be held at the Council Offices, London Road, Saffron Walden, on Thursday 27 September 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 2 August 2007 (attached).

3 Business arising/Action List Update.

4 Recycling Performance (5 minutes).

 For Information

 Presentation of Recycling Statistics by the Head of Street Services.

5 Internal Audit Report 6 Month Update (10 minutes).

 For Information

 Report of the Acting Audit Manager about the work done by Internal Audit in the first six months of 2007/08.

6 Internal Audit – Creditors and VAT (10 minutes).

 For Information

Report of the Acting Audit Manager about a recent internal audit report on Creditors and VAT.

7   Update on the audit progress (15 minutes).

        For Information

        Report of Paul King (Audit Commission)

8   Review of 2007/08 Budget Process (5 minutes).

        For Information

        Report of the Chief Executive (to follow).

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

PART II
(para 1 Part 1 of Schedule 12A Local Government Act 1972**)**

10   Review of 2007/08 Budget Process (20 minutes).

        For Information

        Report of the Chief Executive (to follow).

To:-   Councillors S Barker, M L Foley, M A Gayler, A J Ketteridge, T P Knight, **H S Rolfe**, J Salmon and P A Wilcock

Lead Officer: Tracy Turner
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 may be discussed in the absence of the press or public, as they may 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 before a meeting please contact either

Mick Purkiss on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Peter Snow on 01799 510431 or Ellen O'Malley 01799 510433 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.