

21 April 2008

Dear Councillor

PERFORMANCE SELECT COMMITTEE

A meeting of the Performance Select Committee will be held at the Council Offices, London Road, Saffron Walden, on Tuesday 29 April at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Interim 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 5 February 2008 (attached).
- 3 Business arising/Action List Update.
- 4 Mechanisms for Internal Audit (15 minutes)

For Information

Report of Paul King, Audit Commission (to follow).
- 5 Annual Audit and Inspection letter (15 minutes).

Item for Decision

Presentation by Paul King, Audit Commission (to follow).
- 6 Audit Commission Fees (10 minutes).

Item for Decision

Report of Paul King, Audit Commission (to follow).

7 External Audit Progress Report (15 minutes).

For Information

Report of Paul King, Audit Commission (to follow).

8 Internal Audit Work Plan 2008/09, Revised Audit Opinion Reporting Definitions and Final Report Format (15 minutes).

Item for decision.

Report of Sheila Bronson, Audit Manager.

9 Internal Audit Report: IT Audit (10 minutes).

For information

Report of Sheila Bronson, Audit Manager

10 Audit and Finance Work Programmes 2008/09 (10 minutes).

Item for decision.

Report of Adrian Webb, Interim Director of Central Services (to follow).

11 Estimated End of Year (2007/08) Performance Data and Target Setting 2008/09 (15 minutes).

Item for decision.

Report of Debra Collins, Performance Improvement Officer.

12 Essex Local Area Agreement Indicators and Targets (10 minutes).

Item for decision.

Report of Alaine Clarke, Head of Partnerships and Performance (to follow).

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

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: Alaine Clarke
Committee Officer: Rebecca Procter

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 midday two working days 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 or speak before a meeting please contact Rebecca Procter on 01799 510433, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, or Peter Snow on 01799 510430 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 Rebecca Procter on 01799 510433 or email rprocter@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.