

6 August 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 Thursday 14 August at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

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  
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 24 June 2008 pages 1 – 7 /item2
- 3 Business arising.
- 4 **Internal Audit Report – Grounds Maintenance** pages 1 – 7/item 4  
For information.  
Report of Internal Audit Manager
- 5 **Internal Audit Report – Elderly Persons** pages 1 – 10/ item 5  
For information.  
Report of Internal Audit Manager

6 **Public Health service request data (to follow)**

For information.

Report of Head of Environmental Health

7 **Red Finance Indicators (to follow)**

For information.

Report of Interim Director of Central Services

8 **2007/08 Indicators of concern**

pages 1 – 7/ item 8

For information.

Report of Performance Improvement Officer

9 **2008/09 Performance Indicators Quarter 1**

pages 1 – 10/ item 9

For information.

Report of Performance Improvement Officer.

10 **Agenda for September meeting**

- Outstanding Internal Audit recommendations
- External Housing Audit report update
- Sheltered Housing and Lifeline
- Risk Management assurance
- Update of Risk Management Strategy
- Internal Audit 6 monthly update
- Creditors and VAT Internal Audit Report
- Red Finance Indicators
- UPerform update
- 2007/08 Final Accounts
- Annual Governance Report – Audit Commission
- Review of Internal Audit – Audit Commission

11 **Agenda for November meetings**

- S106 Agreements
- External Access to Services report update
- Red Finance Indicators
- Complaints
- 08/09 Performance Indicators qtr 2
- Final Accounts Memorandum – Audit Commission

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

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

Lead Officer:  
Democratic Services Officer:

Richard Auty  
Maggie Cox

#### *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 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 either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Procter 01799 510433 Cathy Roberts on 01799 510434, 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 Peter Snow on 01799 510430 or email [psnow@uttlesford.gov.uk](mailto:psnow@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 designated fire 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 make your way to the flagpole near the visitor car park. Do not wait immediately next to the building.
- Do not re-enter the building until told to do so.