

6 May 2009

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 May 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  
PART I

- 1 Apologies for absence and declarations of interest
- 2 Minutes of the meeting held on 12 February 2009 (attached).
- 3 Business arising/Action list update (to follow)
- 4 **Q4 Performance Indicators and 2008/09 outturn data (to follow)**  
For information  
Report of Business Improvement and Performance Manager
- 5 **Customer Feedback Project**  
For decision  
Report of the Business Improvement and Performance Manager
- 6 **Draft Annual Governance Statement 2008/09 (to follow)**  
For information

- Report of the Internal Audit Manager
- 7 **Risk Management**
- For information
- Report of the Internal Audit Manager
- 8 **Summary report on Corporate Audits**
- For information
- Report of the Internal Audit Manager
- 9 **PSC self-assessment**
- For decision
- Report of the Internal Audit Manager
- 10 **Code of Audit Practice**
- For information
- Report of the Audit Commission
- 11 **Statement of Responsibilities**
- For information
- Report of the Audit Commission
- 12 **Annual Audit and Inspection Letter**
- For information
- Report of the Audit Commission
- 13 **Audit Fee letter 2009/10**
- For information
- Report of the Audit Commission
- 14 **Inspection Fee letter 2009/10**
- For information
- Report of the Audit Commission

15 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

*(Please note that membership of the Committee is subject to any changes made at Annual Council on 12 May 2009.)*

Lead Officer:

Richard Auty

Democratic Services Officer:

Cathy 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 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.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

## 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.

