

25 January 2010

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 2 February 2010 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 17 November 2009 (attached).
- 3 Matters arising/action plan update.
- 4 **Audit Commission reports.**

Item for information.

This report covers three items from the Audit Commission:

- A – Annual Audit Letter
- B – Organisational Assessment
- C – Use of Resources Inspection Report

5 Internal Audit Work Plan 2010/11.

Item for decision.

This report presents the proposed Internal Audit Work Plan for 2010/11.

6 Corporate Risk Register.

Item for decision.

This report details the corporate and operational risks above the corporate risk appetite selected for review by this Committee.

7 Internal Audit Progress Report.

Item for information.

This report sets out details of work undertaken by Internal Audit since the last report to this Committee and gives an update on internal audit recommendations.

8 Quarter 3 performance indicators.

Item for decision.

This report presents a summary of performance data for Quarter 3 2009/10 for all quarterly collected National, Corporate and Service Indicators.

9 Planning performance.

Item for information.

This report is brought forward following the Committee's decision at its previous meeting, should speed of decisions on planning applications not improve during the third quarter of the financial year.

10 Asset Management and Procurement update.

Item for information.

This report updates the Committee on the Council's asset management and procurement arrangements.

11 **Risk Management update and Strategy.**

Item for decision.

This report presents the Council's new Risk Management Strategy to the Committee and provides a further update on what is being done to progress and embed risk management throughout the authority.

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

Lead Officer: Richard Auty (01799 510500)
Democratic Services Officer: Rebecca Procter (01799 510433)

To: Councillors S Barker, J E N Davey, A J Ketteridge, T P Knight, R M Lemon, **H S Rolfe**, J Salmon, P A Wilcock and A C Yarwood.

Also to: Christine Connolly, Ian Davison and Paul King – Audit Commission.

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 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.

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 in 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 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 by the committee lead officer.