

14 June 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 22 June 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  
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 2 February 2010 (attached).
- 3 Matters arising.
- 4 **Draft Statement of Accounts** (to follow).

**5 Annual Governance Statement.**

Item for decision.

This report seeks approval of the Annual Governance Statement for inclusion in the Council's published financial accounts for 2009-10.

**6 Internal Audit Annual Report and Opinion.**

Item for information.

This report advises the Committee on work carried out by Internal Audit during 2009-10 and provides an overall opinion on the Council's control environment for 2009-10.

**7 Audit Commission Progress Report.**

Item for information.

The Committee is invited to note the report summarising progress against the audit plan for 2009/10.

**8 Audit Opinion Plan 2009/10.**

Item for information.

This report sets out the audit work which is proposed for the audit of financial statements 2009/10.

**9 Audit Fee Letter 2010/11.**

Item for information.

This item sets out proposed work and indicative fee levels for external audit work relating to the 2010/11 financial year.

**10 Quarter 4 Outturn and Quarter 4 Performance 2009/10.**

Item for information and decision.

This report presents a summary of performance data for 2009/10 Outturn and Quarter 4 (January – March) for all national, corporate and service indicators.

11 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, A J Ketteridge, T P Knight, R M Lemon,  
**H S Rolfe**, J Salmon, R D Sherer, P A Wilcock and A C Yarwood.

#### **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 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](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 by the committee lead officer.