

30 June 2008

Dear Councillor

SCRUTINY COMMITTEE

A meeting of the Scrutiny Committee will be held at the Council Offices, London Road, Saffron Walden, on Tuesday 8 July 2008 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 P A R T I

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 9 April 2008 (attached).
- 3 Matters arising.
- 4 **Scrutiny Handbook.** Pages 1/4 – 32/4

Item for decision.

To receive the latest draft handbook. The Committee is recommended to use this as a training guide, prior to formal reference to the Council for adoption.

- 5 **Update on recent Scrutiny decisions.** Page 1/5

Item for information.

- 6 **Scrutiny work programme.** Pages 1/6 – 6/6

Item for decision.

Report of the Interim Change Manager.
Page 1

7 Decision lists. Pages 1/7 – 6/7

Item for information.

To consider the decision lists from the meetings of the Community Committee on 19 June, the Environment Committee on 17 June (both attached) and the Finance and Administration Committee on 26 June (to follow).

8 Officer support for this Committee.

Item for decision.

The Interim Change Manager will report on proposals for providing support to the Committee, following the departure of the Head of Partnership and Performance.

9 Any other business which the Chairman considers to be urgent.

To: Councillors S Anjum, R P Chambers, **A Dean**, D M Jones, R M Lemon, D J Sadler, G Sell, S V Schneider, A M Wattebot, L A Wells and A C Yarwood.

Lead Officer: Colin Rockall
Democratic Services 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 must be discussed in the absence of the press or public, as they might 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 Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Rebecca Procter on 01799 510 433 or Peter Snow on 01799 510431 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 510431 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 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.