

1 December 2008

Dear Councillor

## **SCRUTINY COMMITTEE**

A meeting of the Scrutiny Committee will be held at the Council Offices, London Road, Saffron Walden, on Tuesday 9 December 2008 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 8 July 2008 (attached).
- 3 Matters arising.

### **4 Chairman's report**

Verbal item for information.

### **5 Concessionary fares**

Item for decision.

The Committee are invited to consider a report by the Chief Executive.

### **6 Fees and charges**

Item for decision.

This report provides details of progress to date on the scrutiny review of fees and charges.

**7 Public conveniences.**

Item for decision.

This report provides details of progress to date on the scrutiny review of UDC provided public conveniences.

**8 Joint health scrutiny.**

Item for decision.

This report provides details of a potential joint scrutiny arrangement.

**9 Decision lists.**

Item for information.

To consider the decision lists from the meetings of the Community Committee on 18 September and 20 November, the Environment Committee on 16 September and 18 November and the Finance and Administration Committee on 25 September and 27 November (attached).

**10 Work Programme**

To consider items for the next meeting.

**11 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.

Acting 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](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 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](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 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.