

27 June 2011

Dear Councillor

SCRUTINY COMMITTEE

A meeting of the Scrutiny Committee will be held at the Council Offices, London Road, Saffron Walden on Tuesday 5 July 2011 at 7.45pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

Commencing at 7.30pm, 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 To approve the Minutes of the meeting of the Scrutiny Committee held on 5 April 2011 (attached).
- 3 Consideration of any matter referred to the Committee for a decision in relation to call in of a decision (standing item).
- 4 Responses of the Executive to reports of the Committee (standing item).
- 5 Status report on review of day centres (verbal item).
- 6 Outline of forward plan from the Cabinet (verbal item).
- 7 Scrutiny Committee draft work plan (verbal item).

8 Any other items that the Chairman considers to be urgent.

To: - Councillors G Barker, P Davies, I Evans, S Favell, **E Godwin**, S Howell, D Morson, E Oliver, J Rich and D Watson.

Lead Officer: Simon Martin

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 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.