

18 February 2010

SHELTERED HOUSING TASK GROUP

A meeting of the Sheltered Housing Task Group will be held in the Council Chamber at the Council Offices, London Road, Saffron Walden on **Friday 26 February 2010 at 10.00 am.**

AGENDA

- 1 Apologies for absence.
- 2 Minutes of the meeting held on 6 January 2010 (attached).
- 3 Business Arising.
- 4 Update on consultation.
- 5 Service standards.
- 5 Any other items which the Chairman considers to be urgent
- 6 Date of next meeting

To: Councillors E Bellingham-Smith, J E Hudson, D J Morson, **J Redfern** and S V Schneider

Also to: John Maddams, Paul Simpson (Tenant Forum Representatives);
Maureen Cox, Heather Duncan (Sheltered Housing Officers)
Helen Harvey, Sue Russell, Suzanna Wood (UDC); Jill Jackson
(ECC Supporting People) Suzanna Westwood (Strategic
Commissioning, ECC) Aiden Thomas (West Essex PCT) Tess
Smith (Essex Social Care) Karen Patient (Tenant Manager, Social
Care)

Lead Officer: Elizabeth Petrie (01799) 510362

Democratic Services Officer: Rebecca Procter (01799) 510433

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.