



Uttlesford District Council

Chief Executive: Dawn French

Governance, Audit and Performance Committee

Date: Thursday, 17th May, 2018

Time: 7.30 pm

Venue: Committee Room - Council Offices, London Road, Saffron Walden,
Essex CB11 4ER

Chairman: Councillor E Oliver

Members: Councillors G Barker, J Davey, M Foley, J Gordon, N Hargreaves,
S Harris, D Jones (Vice-Chair), G LeCount and B Light

Substitutes: Councillors A Anjum, A Dean, J Freeman and M Lemon

Public Speaking

At the start of the meeting 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 notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

5 - 12

To consider the minutes of the previous meeting held on 8th February 2018.

3 Draft Annual Governance Statement Report

13 - 26

	To consider the Draft Annual Governance Statement report.	
4	Internal Audit Progress Report	27 - 36
	To receive the Internal Audit Progress report.	
5	GAP Self-Assessment Report	37 - 50
	To receive the GAP Self-Assessment report.	
6	GDPR Compliance Progress Report	51 - 54
	To receive the GDPR Compliance Progress report.	
7	Draft Internal Audit Work Programme	55 - 64
	To consider the Draft Internal Audit Work Programme.	
8	Procurement Update	65 - 70
	To receive the Procurement Update report.	
9	Polling District Review	71 - 98
	To consider the Polling District Review report.	
10	Voting by Ballot	99 - 104
	To consider the Voting by Ballot report.	
11	Procedure for Moving Amendments at Council Meetings	105 - 110
	To consider the Procedure for Moving Amendments at Council Meetings report.	
12	KPI and PI Quarter 4 2017/18 Outturn report	111 - 126
	To receive the Key Performance Indicators (KPIs) and Performance Indicators (PIs) for Quarter 4 2017/18 Outturn report.	
13	2018/19 Performance Indicator Targets	127 - 136
	To consider Performance Indicator Targets for 2018/19.	

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk. For background papers in relation to this meeting please contact committee@uttlesford.gov.uk or phone 01799 510548/369.

Members of the public and representatives of parish and town councils are permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting.

The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they 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.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

Facilities for people with disabilities

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If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510548/369 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 a designated officer. It is vital you follow their instructions.

For information about this meeting please contact Democratic Services

Telephone: 01799 510369 or 510548

Email: Committee@uttlesford.gov.uk

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