



Uttlesford District Council

Chief Executive: Dawn French

Governance, Audit and Performance Committee

Date: Monday, 13th January, 2020

Time: 7.30 pm

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

Chair: Councillor E Oliver

Members: Councillors G Bagnall, A Dean, G Driscoll (Vice-Chair), V Isham,
R Jones, A Khan, B Light, S Luck and J de Vries

Substitutes: Councillors S Barker, M Caton, C Criscione, P Fairhurst, R Freeman,
A Gerard, G Sell and M Sutton

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. A time limit of 3 minutes is allowed for each speaker. Please refer to further information overleaf.

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 - 10

To consider the minutes of the previous meeting and the actions arising list.

3	Annual Audit Letter	11 - 22
	To receive the Annual Audit Letter.	
4	Audit Plan	
	To receive the Audit Plan from BDO (to follow).	
5	Internal Audit Progress Report 01 September to 15 December 2019	23 - 32
	To receive the Internal Audit progress report 1 September to 15 December 2019.	
6	Cyber Security Update	33 - 36
	To receive an update on Cyber Security.	
7	Polling District and Polling Places Review 2019 – Saffron Walden Parliamentary Constituency	37 - 82
	To consider the Polling District and Polling Places Review 2019 for the Saffron Walden Constituency.	
8	Public Participation at Planning Committee Meetings	83 - 90
	To consider public participation at Planning Committee meetings.	
9	Quarter 2 2019 KPI & PI Report	91 - 108
	To receive the Quarter 2 KPI & PI report for 2019.	

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

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 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

General Enquiries

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