



## Council

To all Members of Uttlesford District Council, you are hereby summoned to attend the meeting of the District Council to be held as shown below to deal with the business set out in the agenda.

**Date:** Tuesday, 20th July, 2021

**Time:** 7.00 pm

**Venue:** Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

**Broadcast:** <https://uttlesford.moderngov.co.uk/ieListDocuments.aspx?CId=159&MId=5725>

**Chair:** Councillor A Coote

**Members:** Councillors A Armstrong, H Asker (Vice-Chair), G Bagnall, S Barker, M Caton, C Criscione, C Day, A Dean, G Driscoll, D Eke, J Emanuel, J Evans, P Fairhurst, M Foley, R Freeman, N Gregory, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, G Smith, M Sutton, M Tayler and J De Vries

### **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. Please register your intention to speak at this meeting by writing to [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk)

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, and encouraged to attend the meeting via Zoom to readout their questions or statement themselves. For further information, please see overleaf. Those who would like to watch the meeting live can do so virtually [here](#). The broadcast will be made available as soon as the meeting begins

## **AGENDA PART 1**

**Open to Public and Press**

**1 Apologies for Absence and Declarations of Interest**

To receive any apologies and declarations of interest.

**2 Minutes of the previous meeting** 6 - 22

To receive the minutes of the previous meetings held on 18 May, 10 June and 28 June.

**3 Chair's Announcements**

To receive any announcements from the Chair.

**4 Reports from the Leader and Members of the Executive** 23 - 58

To receive matters of report from the Leader and members of the Executive. Written reports have been submitted by:

- The Leader – update on Planning Appeal costs
- Portfolio Holder for the Environment & Green Issues; Equalities
- Portfolio Holder for Council and Public Services
- Portfolio Holder for Planning and the Local Plan
- Portfolio Holder for Communities, Youth, Public Safety & Emergency Planning
- Portfolio Holder for Sports, Leisure, Education and the Arts
- Portfolio Holder for Housing and Health

**5 Questions to the Leader, Members of the Executive and Committee Chairs (up to 30 minutes)** 59 - 61

To receive questions from members for the Executive and committee chairs. Written questions are attached and responses will be published on 19 July 2021.

**6 Matters referred from the Executive and the Council's committees**

To consider any reports referred from the Executive and the Council's committees and receive questions and answers on any of those reports.

- The Annual Report of the Governance, Audit and Performance Committee.

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| <b>6a</b> | <b>Annual Report of the Governance, Audit and Performance Committee</b>  | 62 - 67   |
|           | To consider the annual report of the Governance, Audit and Performance Committee for 2020/21.  |           |
| <b>7</b>  | <b>Matters received about joint arrangements and external organisations</b>  |           |
|           | To consider matters concerning joint arrangements and external organisations.  |           |
| <b>8</b>  | <b>Complaint upheld by the Local Government Ombudsman</b>  | 68 - 75   |
|           | To consider the report regarding the Complaint upheld by the Local Government Ombudsman.   |           |
| <b>9</b>  | <b>Contract Procedure Rules</b>  | 76 - 93   |
|           | To consider the Contract Procedure Rules report.   |           |
| <b>10</b> | <b>RIPA Policy Report</b>  | 94 - 166  |
|           | To consider the RIPA Policy report.  |           |
| <b>11</b> | <b>Governance Review Working Group - Implementation of Portfolio Holder briefings</b>  | 167 - 173 |
|           | To consider the recommendation of the Governance Review Working Group.   |           |
| <b>12</b> | <b>New arrangements for Statutory Senior Officer Disciplinary Procedures</b>   | 174 - 183 |
|           | To consider the proposed new arrangements for Statutory Senior Officer Disciplinary Procedures.  |           |
| <b>13</b> | <b>Councillor Eke - Approval of Absence from Meetings</b>  |           |
|           | Cllr Eke is at present unable to attend Council meetings by reason of ill-health. If a member of the Council fails to attend a qualifying meeting throughout a period of six consecutive months, they will be automatically disqualified from office, unless the reason for their absence is approved by the Council before the expiry of the six month period. It is possible that Cllr Eke will not be able to resume attendance at meetings within the six month statutory period. Council is therefore asked to approve his absence by reason of ill-health for the purposes of section 85(1), Local Government Act, 1972. |           |

**14 Exclusion of Public and Press - Withdrawn**

Consideration of a report containing exempt information within the meaning of section 100I and paragraphs 1, 2 part 1 Schedule 12A Local Government Act 1972.

**15 Recruitment of the Assistant Director - Governance and Legal and Monitoring Officer** 184 - 186

To consider the report relating to the appointment of the Assistant Director – Governance and Legal and Monitoring Officer.

## **COUNCIL MEETINGS AND THE PUBLIC – MAY 2021 UPDATE**

In light of the recent High Court judgement regarding the extension of remote meeting regulations, Council, Cabinet and Committee meetings will now be returning to in-person and will be held on-site from Thursday 6th May 2021. However, due to social distancing measures and capacity considerations in line with the Council's risk assessment, public access and participation will continue to be encouraged virtually until further notice. Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

Members of the public are permitted to speak at this meeting and will be encouraged to do so via the video conferencing platform Zoom. If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone. Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510 369/410/467/548 who will advise on the options available.

### **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](mailto:committee@uttlesford.gov.uk) or phone 01799 510510 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 510410, 510467 or 510548

Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

#### **General Enquiries**

Council Offices, London Road, Saffron Walden, CB11 4ER

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