



Uttlesford District Council

Chief Executive: Peter Holt

Audit and Standards Committee

Date: Tuesday, 28th November, 2023

Time: 7.00 pm

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

Chairman: Councillor E Oliver

Members: Councillors H Asker, S Barker, G Driscoll, C Fiddy, M Foley (Vice-Chair), N Gregory, T Loveday, S Luck, D McBirnie and R Silcock

Substitutes: Councillors A Dean, B Donald, C Martin and R Pavitt

Independent Persons (Standards functions): G Butcher, D Paul, D Pearl and C Wellingbrook-Doswell

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.

Those who would like to watch the meeting online, you can do so by accessing the live broadcast [here](#). The broadcast will start when the meeting begins.

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** 4 - 8
To consider the minutes of the previous meeting.
- 3 Internal Audit Interim Report (November 2023) and Audit Plan (December 2023 - March 2024)** 9 - 17
To consider the Internal Audit Interim Report and Audit Plan.
- 4 Polling Districts and Places Review 2023/4** 18 - 30
To consider the revised Scheme of Polling District and Polling Places for the North West Essex Parliamentary Constituency.
- 5 Interim Review – Community Governance of Parishes** 31 - 35
To consider the Interim Community Governance Review of four Parish Council boundaries.
- 6 Data Breaches and Direct Debits** 36 - 40
To consider an overview of three recent data breaches and the 1 November Direct Debit issue.

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any Council, Cabinet or Committee meeting and listen to the debate. All agendas, minutes and live broadcasts can be viewed on the Council's website, through the [Calendar of Meetings](#).

Members of the public and representatives of Parish and Town Councils are permitted to make a statement or ask questions at this meeting. If you wish to speak, 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.

Guidance on the practicalities of participating in a meeting will be given at the point of confirming your registration slot. If you have any questions regarding participation or access to meetings, please call Democratic Services on 01799 510 369/410/460/548. Alternatively, enquiries can be sent in writing to committee@uttlesford.gov.uk.

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 would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510 369/410/460/548 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 that you follow their instructions.

For information about this meeting please contact Democratic Services

Telephone: 01799 510 369/410/460/548

Email: committee@uttlesford.gov.uk

General Enquiries

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

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk