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Michael Laing Chief Executive

14th February 2008

Dear Councillor,

I hereby give you notice that a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE (INTERNAL)** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **THURSDAY 6TH MARCH 2008** at **10:30AM.**

AGENDA

1. Apologies for absence
2. To confirm the minutes of the special meeting held on 7th February 2008
3. Audit Plan 2008/09 – presented by the Assistant Director of Finance and IT
4. Third quarter performance clinic update – update by [officer] on performance of [service]
5. Verbal update on the internal communication scrutiny review

Yours faithfully

Chief Executive

Members of this Committee: Councillors Bowser, Ferguson, Mrs Jopling, Mrs Lee, Lethbridge, Mrs Todd, V. Shuttleworth, and Des Wilson.

Chair: Councillor V. Shuttleworth

Deputy Chair: Councillor Mrs Todd

TO: All other Members of the Council for information
Management Team