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Michael Laing Chief Executive

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14<sup>th</sup> January 2008

Dear Councillor,

I hereby give you notice that a special meeting of the **OVERVIEW AND SCRUTINY COMMITTEE (INTERNAL)** will be held in the **4<sup>TH</sup> FLOOR COMMITTEE ROOM, CIVIC CENTRE, CROOK** on **THURSDAY 7<sup>TH</sup> FEBRUARY 2008** at **4:00PM**.

### AGENDA

1. Apologies for absence
2. To consider the minutes of special meetings held on 20<sup>th</sup> December 2007, 10<sup>th</sup> January 2008 and 24<sup>th</sup> January 2008
3. To discuss the draft report of the Internal Communications review and the recommendations arising from the 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