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27 June, 2006

To: The Members of the  
**POLICY SCRUTINY PANEL**  
Simmons, Cowper, Freeman, Gibbon, Gill,  
Hepplewhite, Moderate, Norman, Pitts,  
Syer, Thomson and Walker

Dear Sir/Madam,

A Meeting of the **POLICY SCRUTINY PANEL** will be held in the Town Hall, Durham, on Tuesday, 4<sup>th</sup> July, 2006, at 5.30 p.m.

### **BUSINESS**

1. Apologies for Absence.
2. Bullet Points of the Meeting of 6<sup>th</sup> June, 2006 (Attached)
3. Telephone Communications System
  - The Head of Community Services will be in attendance to present the latest Performance figures for Telephone Response Times, as requested by Members.
4. Working with Parish Councils – District/Parish Charter
  - The Director of Legal & Administration Services will be in attendance to brief Members on work previously carried out in relation to a draft Charter
5. Any Other Business

Yours faithfully,

**Chief Executive**