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Brian Spears F.C.I.H.
Chief Executive

Ref: MD/DW

24 October 2006

To: The Chairman and Members of the
POLICY SCRUTINY PANEL
Councillors Simmons, Cowper, Freeman,
Gibbon, Gill, Hepplewhite, Leake, Norman,
Pitts, Syer, Walker and Wynn

Dear Sir/Madam

A Meeting of the **POLICY SCRUTINY PANEL** will be held in the Town Hall, Durham on Tuesday 31 October 2006 at 5.30p.m.

BUSINESS

1. Apologies for Absence
2. Bullet Points of the Meeting of 3 October 2006 (Attached)
3. Review of Sickness Absence Scrutiny (Original Report and Recommendations Attached)
4. Progress Report on the Telephone Communications System
5. Any Other Business

Yours faithfully

B. Spears

CHIEF EXECUTIVE



INVESTOR IN PEOPLE