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

Ref: MD/AW

4 September 2007

To: The Chairman and Members of the
POLICY SCRUTINY PANEL
(Councillors Wilkes, Cowper, Freeman,
Kellett, Lightley, Lodge, McDonnell,
Martin, Simmons, Thompson, Walker and Wolstenholme)

Dear Sir/Madam

A Meeting of the **POLICY SCRUTINY PANEL** will be held at **Deerness Leisure Centre, Ushaw Moor** on Tuesday, 11th September, 2007 at 5.30 p.m.

BUSINESS

1. Apologies for Absence
2. Bullet Points of the Meeting held 17 July 2007 (attached)
3. The Head of HR will be in attendance for further discussion regarding:
 - Breakdown of Sickness Absence figures (Attached)
 - Breakdown of requested responses to the Staff Attitude Survey (Attached)
4. Any Other Business

Yours faithfully

CHIEF EXECUTIVE

N.B. The Chairman has requested that Panel Members be invited to forward any specific questions they may have for the Head of HR, in relation to the above, prior to the meeting.

A blank question sheet is attached for this purpose, for return by close on Friday, 7th September.

Please note the location of the meeting, a map is set out below for your information.

