



17 Claypath  
Durham  
DH1 1RH  
DX 60239 Durham

David Marrs BSc.  
**Executive Director**

Direct Line: 0191 301 8864  
Email: [mdufferwiel@durhamcity.gov.uk](mailto:mdufferwiel@durhamcity.gov.uk)  
Enquiries to: Martin Dufferwiel

REF: MD

17 June 2008

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

Dear Sir/Madam,

A Meeting of the **POLICY SCRUTINY PANEL** will be held in the Mayors Chamber, Town Hall, Durham City on Monday, 23<sup>rd</sup> June, 2008, at 5.30 p.m.

#### **BUSINESS**

1. Apologies for Absence
2. Bullet Points of the Meeting held on 28<sup>th</sup> May, 2008 (Attached)
3. Draft Report of Review – Sickness Absence (Attached)
4. Draft Report of Review – Telephone Communications (Attached)
5. Proposed Review – “Working with Parish Councils”, initial discussion.
8. Any Other Business

Yours faithfully

**Executive Director**