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

REF: AW/MD

16 October 2007

To: The Chairman and Members of the  
**SCRUTINY COMMITTEE**  
(Councillors Hopgood, Colledge, Freeman, Howarth,  
McDonnell, Mitchell, Moderate, Robinson,  
Simpson, Walton, Wilkes & Wolstenholme)

Dear Sir/Madam,

A Meeting of the **SCRUTINY COMMITTEE** will be held in the Studio, The Gala Theatre, Durham, on **Thursday, 25<sup>th</sup> October, 2007 at 5:30 p.m.**

### **BUSINESS**

1. Apologies for Absence.
2. Minutes of the Meeting held on 13<sup>th</sup> September, 2007
3. Chairman's Remarks
4. Scrutiny Panel Reports – Portfolio Holder / Officer Consultation
  - a. Playing Pitch Strategy Review
  - b. Scrutiny of Tourism
5. Update of Town Hall Renovations  
Report of Head of Property Services
6. Scrutiny Panel Reports for Consideration
  - a. Scrutiny of Disabled Parking Provision
  - b. Scrutiny of Graveyards
  - c. Telephone Communications System
  - d. Review of Sickness Absence
7. Cabinet Decisions
  - 17 October
8. Verbal Reports of Panel Chairs
9. Forward Plan 65

10. Decisions taken by Portfolio Holders since last meeting.

11. Suggested Topics for Scrutiny

12. Any Other Business

Yours faithfully,

A handwritten signature in black ink that reads "Brian Speck". The signature is written in a cursive style with a long horizontal stroke at the end.

**Chief Executive**

**N.B. Community Services Scrutiny Panel Members are invited to attend the Committee in relation to agenda Item no. 4a.**