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Michael Laing Chief Executive

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11<sup>th</sup> December 2007

Dear Councillor,

I hereby give you notice that a special meeting of the **OVERVIEW AND SCRUTINY COMMITTEES (EXTERNAL AND INTERNAL)** will be held in the **FOURTH FLOOR COMMITTEE ROOM, CIVIC CENTRE, CROOK** on **THURSDAY 20<sup>TH</sup> DECEMBER 2007** at **4:00PM**.

### AGENDA

1. Apologies for absence
2. **Overview and Scrutiny Action Plan** and covering report - a report to be submitted to Chief Officer's Management Team at the approval of the Committee
3. A report proposing changes to the operation of the overview and scrutiny function

Yours faithfully

**Chief Executive**

Members of this Committee: ALL OVERVIEW AND SCRUTINY  
COUNCILLORS

TO: All other Members of the Council for information  
Management Team