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Gary Ridley Acting Chief Executive

11th November 2008

Dear Councillor,

I hereby give you notice that a special meeting of the **OVERVIEW AND SCRUTINY COMMITTEE (INTERNAL)** will be held in the **4TH FLOOR COMMITTEE ROOM, CIVIC CENTRE, CROOK** on **WEDNESDAY 19TH NOVEMBER 2008** at **4:00PM**.

AGENDA

1. Apologies for absence
2. Performance clinic (Communities Directorate) briefing session
3. Alternate weekly collection paper trail report
4. Transitional process review draft interim report (report to follow)

Yours faithfully

Acting Chief Executive

Members of this Committee: Councillors Anderson, Bowser, Mrs. Cowing (co-optee), Mr. Davison (co-optee), Councillors Mrs Jopling, Mrs. Lee, Lethbridge, Murphy, Mrs. Seabury and V. Shuttleworth

Chair: Councillor V. Shuttleworth

Deputy Chair: Councillor Murphy

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