

22<sup>nd</sup> March 2016

Dear Sir/Madam,

I am to inform you that a Meeting of the **REVIEW SUB-COMMITTEE** will be held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 30<sup>th</sup> MARCH 2016** at **6.00 p.m.**

Yours faithfully,

**Town Clerk.**

### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MEMBERS' DISPENSATIONS**

To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable pecuniary interests – Section 33 of the 2011 Localism Act.

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

... 4. **MINUTES**

To consider the minutes of the meeting of the Review Sub-Committee held on the 17<sup>th</sup> February 2016.

... 5. **END OF YEAR BUSINESS RISK REPORT**

To consider the attached report from the Management Team.

... 6. **DRAFT TOWN COUNCIL SERVICE DELIVERY PLAN**

To consider the attached report from the Management Team.

... 7. **POLICY REVIEW PROGRESS REPORT**

To consider the attached report and new Special Leave Policy from the Management Team.

... 8. **REVIEW OF POLICIES**

To consider the following policies under the rolling programme of reviewing all of the Council's policies (Minute No. 39 of the Review Sub-Committee refers).

- (a) Appeals Notification and Procedure
- (b) Format of Grievance Appeal Meeting  
(previously considered in February 2016)
- (c) Flexible Working Policy  
(proposed policy and existing policy attached)

... 9. **DISQUALIFICATION BY ASSOCIATION POLICY AND PROCEDURE**

To consider the attached new Policy and Procedure.

**MEMBERSHIP OF THE REVIEW SUB-COMMITTEE**

Councillors J. Atkinson, W. Blenkinsopp, A.M. Chandran, Mrs. M. Dalton, R.S. Fleming, B. Hall, J.P. Hillary, Mrs. W.P. Hillary, M. Iveson, Mrs. S.J. Iveson and C. Wheeler.