

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, 21st NOVEMBER 2018** at **6.00 p.m.**

Yours faithfully,

Andrew Bailey.

Town Clerk.

A G E N D A

1. **APPOINTMENT OF CHAIRMAN**

To appoint a Chairman of the Review Sub-Committee for the 2018/2019 Municipal Year.

2. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Review Sub-Committee for the 2018/2019 Municipal Year.

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

4. **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.

5. **DECLARATIONS OF INTEREST**

To notify of any items that appear in the agenda in which you may have an interest, including those that have previously been recorded in the Members Register of Interests.

6. **PUBLIC QUESTIONS**

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

... 7. **MINUTES**

To consider the minutes of the meeting of the Review Sub-Committee held on the 10th January 2018.

- . . . 8. **DRAFT GRIEVANCE POLICY AND PROCEDURE**
To consider the attached report from the Management Team.
- . . . 9. **DRAFT APPEALS NOTIFICATION AND PROCEDURE**
To consider the attached report from the Management Team.
- . . . 10. **AIMS AND TARGETS REVIEW AND UPDATE**
To consider the attached report from the Management Team.
- . . . 11. **DRAFT DOCUMENT RETENTION AND DISPOSAL POLICY**
To consider the attached report from the Management Team.
- . . . 12. **DRAFT SICKNESS ABSENCE AND ATTENDANCE MANAGEMENT POLICY**
To consider the attached report from the Management Team.

MEMBERSHIP OF THE REVIEW SUB-COMMITTEE

Councillors M. Ashcroft, Arun M. Chandran, J. Clark, Mrs. M. Dalton, Jed Hillary, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw and Ken Robson.