

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, 7th OCTOBER 2015** at **7.00 p.m.**

Yours faithfully,

Town Clerk.

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

... 3. **MINUTES**

To consider the minutes of the meeting of the Review Sub-Committee held on the 19th August 2015.

... 4. **REVIEW OF TARGETS – 2015/2016**

To consider the attached Corporate Targets for 2015/16 which were updated at a Performance Management Team Meeting on the 24 September 2015.

... 5. **QUARTERLY RISK REVIEW**

To consider the attached Quarterly Risk Review for September 2015 - only the High and Medium Risks are listed.

... 6. **REVIEW OF POLICIES – HR ADVISOR**

To consider the attached report from the HR Advisor in response to the following policies. Mr. G. Brown, HR Consultant, will be in attendance for this item.

- Retirement and Pension Policy
- Redundancy Policy and Procedure
- Officers' Allowances Policy

... 7. **REVIEW OF POLICIES**

To consider the following policies under the rolling programme of reviewing all of the Council's policies (minute No. 20 of the Review Sub-Committee refers).

- (i) Dignity at Work
- (ii) Annual Leave Procedure
- (iii) Grievance Procedure
- (iv) Capability Policy and Procedure
- (v) Disciplinary 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.