

Your ref  
Our ref  
Ask for Wendy Johnson  
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District Council House, Frog Lane  
Lichfield, Staffordshire WS136YU

Customer Services 01543 308000  
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Wednesday, 30 September 2020

Dear Sir/Madam

### **ASSESSMENT SUB-COMMITTEE**

In light of the current Covid-19 pandemic and government advice on social distancing, a meeting of the Assessment Sub-Committee has been arranged to take place **THURSDAY, 8TH OCTOBER, 2020 at 4.00 PM** and will be held as a virtual meeting.

#### ***Notes to the Committee Members and the Committee's Adviser***

Please arrive 15 minutes before the start time.

#### ***Notes to all other parties***

Please arrive 5 minutes before the start time.

Yours faithfully

A handwritten signature in black ink, appearing to read "Christie Tims".

Christie Tims  
**Head of Governance and Performance**

#### **To: Members of Assessment Sub-Committee**

Councillors Greatorex, Ho, Norman, Robertson and Spruce  
Independent Person – Mr Ray Betteridge  
Legal Adviser – Mrs Lorraine Fowkes, South Staffs Council



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## AGENDA

1. Appointment of Chairman
2. **Exclusion of Press and Public**

**RESOLVED:** "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

3. Declarations of Interest
4. **Hearing**

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Documents included:-

1. Lichfield District Council's Code of Conduct;
2. Link to recording;
3. Monitoring Officer's Investigation Report including details of investigation;
4. Guidance Notes and Procedure for hearing.

