

21 October, 2005

Dear Councillor,

**APPEALS AND COMPLAINTS PANEL**  
**10.00 A.M., TUESDAY, 1 NOVEMBER & FRIDAY, 4 NOVEMBER, 2005**  
**COMMITTEE ROOM, CIVIC CENTRE, CANNOCK**

I am writing to invite you to attend this meeting for consideration of the matters itemised in the following Agenda.

A copy of the Terms of Reference of the Appeals and Complaints Panel is enclosed.

Yours sincerely,

**S. G. Brown**  
Chief Executive

To: Councillors

Allen, F.W.C.  
Easton, R.  
Freeman, M.P.

Grice, Mrs. D.  
Grocott, M.R.

**AGENDA**

**PART 1**

1. **Appointment of Chairman**
2. **Apologies**
3. **Declarations of Interest of Members in Contracts and other Matters and Restriction on Voting by Members.**

To declare any personal or prejudicial interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

4. **Exclusion of Public**

The Chairman to move:-

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraph 4, Part I, Schedule 12A, Local Government Act, 1972.

**PART 2**

5. **Complaint**  
Not for Publication Report of the Head of Facilities Management (Enclosure 5.1 – 5.13).
6. **Statement Submitted by the Complainant – Mr. Jenkins (Enclosure 6.1 – 6.3)**