

Head of Service: Jan-Robert Riise  
**Chief Executive: Morgan H Goodlad**

Legal and Administration  
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If calling please ask for  
**Anne Cogle**  
Direct Dial: 74 4554  
Date: 2 October 2008

Dear Sir/Madam

You are invited to the following meeting:

**Audit and Scrutiny Committee**  
**Council Chamber, Town Hall**  
**Wednesday 8 October 2008 at 10:00am**

Apologies for absence should be notified to Anne Cogle at the above number, or to Mrs Margaret Clark, Members Secretary, on Lerwick 744514.

Yours faithfully

Head of Legal and Administration

Member: Jonathan W G Wills  
Vice-Chairman: Allison Duncan

- (a) Hold circular calling meeting as read.**
- (b) Apologies for absence, if any.**
- (c) Declarations of Interest**