

Time commenced: 9.00am

Time finished: 9.25am

**PLAIN ENGLISH PANEL
23 MARCH 2004**

Present: Councillor Bolton – in the Chair
Councillors Brown and Crosby
Julia Buckland – Communications Adviser
Julie Sadler - Benefits Assessment Team Leader
Mark Holmes - Benefit Inspection Manager

11/03 Apologies for Absence

Apologies for absence were received from Councillors F Hussain and Roberts.

12/03 Minutes of Previous Meeting

The minutes of the previous meeting held on 10 March 2004 were approved as a correct record and signed by the Chair.

13/03 Interviews Under Caution

The Panel considered and made changes to a leaflet from the Revenues and Benefits Service on interviews under caution.

Resolved that Mark Holmes would make changes to the leaflet as recommended by the Panel.

14/03 Derby Vision

The Panel considered and made changes to a leaflet on Derby Vision.

Resolved that Julie Sadler would make changes to the leaflet as recommended by the Panel.

The Panel agreed to meet on 6 April 2004 to consider leaflets from Revenues and Benefits – Series 2 and a Landlords' information pack.

MINUTES END