

Time commenced: 2.30pm

Time finished: 3.15pm

**PLAIN ENGLISH PANEL
12 APRIL 2007**

Present: Councillor Bolton – In the Chair
Councillors Harbon, Hird and Turner
Rosa Drohomirecka – Communications Advisor

15/06 Apologies for Absence

Apologies for absence were received from Councillors S Khan and Poulter.

16/06 Minutes of Previous Meeting

The minutes of the previous meeting held on 27 February 2007 were approved as a correct record subject to the insertion of the following into minute numbers 13/06 and 14/06:

‘The Panel noted that in future they would like to see documents before they are printed and distributed.’

17/06 Make a Difference Complaints Leaflet

The Panel considered a leaflet relating to how adults could make suggestions, compliments or complaints about social care services for children and young people.

Resolved that the changes would be made to the leaflet as recommended by the Panel.

18/06 Derwent News Leaflet

The Panel considered a leaflet that had been printed and distributed in the Derwent area.

Resolved to pass on the suggestions made by the Panel to the leaflet’s producer.

MINUTES END