

Time commenced: 11:05am

Time finished: 12:05am

**PLAIN ENGLISH PANEL  
15 OCTOBER 2007**

Present: Councillor Bolton – In the Chair  
Councillor Turner  
Rosa Drohomirecka – Communications Unit  
Andrew Auld – Communications Unit  
Jenny Appleby – Commissioning Unit  
Maurice Curtin – Customer Services  
Susana Pando – Democratic Services  
Jody Kirkpatrick – Democratic Services

**01/07 Apologies for Absence**

An apology for absence was received from Councillor Hird.

**02/07 Minutes of Previous Meeting**

The minutes of the previous meeting held on 12 April 2007 were approved as a correct record.

**03/07 Older People's Plan**

The Panel considered the Older People's Plan for the city provided details of the support that could be supplied for older people and information about where people could get further support, and also engaged with older people about future priorities.

The Plan had already been printed and distributed, therefore the Panel made suggestions of changes that could be incorporated into the Plan in future years.

**Resolved that the changes suggested by the Panel would be taken into account when publishing the Plan in future years.**

**04/07 A Young Person's Guide to Housing and Council  
Tax Benefit**

The Panel considered and made changes to the 'Young Person's guide to Housing and Council' leaflet presented by Maurice Curtin in Customer Services, Resources.

**Resolved that the leaflet be re-drafted with the changes suggested by the Panel.**

05/07                      Draft communication fact sheets for employees to be posted on Derbynet:

- a) Why and how to avoid passive sentences
- b) Apostrophes and how to use them correctly

The Panel considered, and made changes to, two draft communication fact sheets for employees to be posted on Derbynet, which gave details about: why and how to avoid passive sentences; and apostrophes - how to use them correctly.

**Resolved that Rosa Drohomirecka would make changes to the fact sheets as recommended by the Panel and would also review all the other guides on Derbynet.**

06/07                      Date of Next Meeting

It was agreed for Rosa Drohomirecka to consult with the Chair to arrange a date for a future meeting.

MINUTES END