

PLAIN ENGLISH PANEL
MONDAY 15 OCTOBER 2007 AT 11.00AM
AT THE COUNCIL HOUSE,
ROOM 3
CORPORATION STREET, DERBY

A G E N D A

1. Apologies for Absence
2. Confirmation of the minutes of the meeting held on 12 April 2007 **Attached**
3. Older People's Plan **Attached**
For information
4. A Young Person's Guide to Housing and Council Tax Benefit **Attached**
To consider and comment
5. Draft communication fact sheets for employees to be posted on
Derbynet:
To consider and comment
 - 5a. Why and how to avoid passive sentences **Attached**
 - 5b. Apostrophes and how to use them correctly