

Time commenced: 9.30am

Time finished: 9.50am

**PLAIN ENGLISH PANEL  
10 MARCH 2004**

Present: Councillor Bolton – in the Chair  
Councillors Brown and Crosby  
Julia Buckland – Communications Adviser  
Rachel Parkes – Revenues and Benefits

**08/03 Apologies for Absence**

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

**09/03 Minutes of Previous Meeting**

The minutes of the previous meeting held on 2 March 2004 were approved as a correct record and signed by the Chair.

**10/03 Derby Benefits**

The Panel considered and made changes to the following six leaflets on Derby Benefits:

- About Derby Benefits
- How to claim Housing Benefit and Council Tax Benefit
- Housing Benefit restrictions for single people under 25 years old
- Housing Benefit restrictions for private tenants
- Housing Benefit and Council Tax Benefit when you are working
- Extended payments of Housing Benefit and Council Tax Benefit when you start work

**Resolved that Rachel Parkes would make changes to the leaflets as recommended by the Panel.**

**The Panel agreed to meet on 23 March 2004 to consider another Revenues and Benefits leaflet, entitled 'Interviews under caution'.**

MINUTES END