

Time commenced: 9.30am
Time finished: 10.40am

**PLAIN ENGLISH PANEL
16 SEPTEMBER 2004**

Present: Councillor Brown – in the Chair
Councillors Bolton, Burgess, Carr, Roberts and Turner
Theresa Knight – Public Relations Manager
Tony Walker - IT Security Support Officer

01/04 Apologies for Absence

An apology for absence was received from Councillor F Hussain.

02/04 Minutes of Previous Meeting

The minutes of the previous meeting held on 27 April 2004 were approved as a correct record and signed by the Chair.

03/04 Freedom of Information Act Leaflet

The Panel considered and made changes to a Freedom of Information Act leaflet from the ICT and Performance section.

Resolved that Tony Walker would make changes to the leaflet as recommended by the Panel.

MINUTES END