

Time commenced: 9.30am
Time finished: 10.00am

**PLAIN ENGLISH PANEL
27 APRIL 2004**

Present: Councillor Roberts – in the Chair
Councillors Bolton and Crosby
Julia Buckland – Communications Adviser
Kully Bains - Benefits Assessment Team Leader

19/03 Apologies for Absence

An apology for absence was received from Councillor F Hussain.

20/03 Minutes of Previous Meeting

The minutes of the previous meeting held on 6 April 2004 were approved as a correct record and signed by the Chair, with the addition of Councillor Brown's apologies.

21/03 Landlords Information Pack – Series 2

The Panel considered and made changes to a landlords information leaflet and Benefit application form, a tenants information leaflet and a tenant application form from the Revenues and Benefits Service.

Resolved that Kully Bains would make changes to the pack and leaflets as recommended by the Panel.

MINUTES END