

Time commenced: 10.32am

Time finished: 11.10am

**PLAIN ENGLISH PANEL
10 JULY 2006**

Present: Councillor Bolton – In the Chair
Councillors Harbon, Hird, Poulter, Turner
Rosa Drohomirecka – Communications Advisor
Donna Ellis – Service User Publications Officer

06/06 Apologies for Absence

Apologies for absence were received from Sian Hoyle.

07/06 Minutes of Previous Meeting

The minutes of the previous meeting held on 26 June 2006 were approved as a correct record.

08/06 A Guide to Derby City Care Homes – Advanced Draft

The Panel considered an advanced draft of a Guide to Derby City Care Homes submitted by Donna Ellis.

Resolved that the changes would be made to the application form as recommended by the Panel.

09/06 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