



# PUBLICATIONS ADVISORY PANEL

MONDAY 24 MAY 2004

7.30 PM

[PLEASE NOTE TIME]

COMMITTEE AGENDA

COMMITTEE ROOM 6  
HARROW CIVIC CENTRE

## MEMBERSHIP (Quorum 3)

PLEASE NOTE THAT THE MEMBERSHIP OF THIS PANEL SET OUT BELOW, IS SUBJECT TO CONFIRMATION AT CABINET ON 20 MAY 2004

Chair:

### Councillors:

Harrison  
Marie-Louise Nolan  
Stephenson

Knowles  
Jean Lammiman

Branch

### Reserve Members:

1. Foulds  
2. Burchell  
3. Lent

1. Osborn  
2. Janet Cowan  
3. Seymour

1. Thornton  
2. Miss Lyne

Issued by the Committee Services Section,  
Law and Administration Division

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***NOTE FOR THOSE ATTENDING THE MEETING:  
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.  
IT WILL BE COLLECTED FOR RECYCLING.***

**LONDON BOROUGH OF HARROW**

**PUBLICATIONS ADVISORY PANEL**

**MONDAY 24 MAY 2004**

**AGENDA - PART I**

1. **Appointment of Chair:**

To note the appointment at the meeting of the Cabinet on 20 May 2004 under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 2 (Part 4E of the Constitution), of Chair of this Panel for the Municipal Year 2004/05.

2. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Chair at the start of the meeting.

[Note: The Members and Reserve Members of the Panel for 2004/2005 Municipal Year are as appointed by Cabinet on 20 May 2004.]

3. **Appointment of a Vice Chair:**

To appoint a Vice Chair of the Panel for the Municipal Year 2004/2005.

4. **Declarations of Interest:**

To receive declarations of interest (if any) from Members of the Panel arising from business to be transacted at this meeting.

5. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in the Local Government (Access to Information) Act 1985.

6. **Minutes:** (Pages 1 - 4)

That the minutes of the special meeting held on 16 March 2004, having been circulated, be taken as read and signed as a correct record.

7. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

8. **Petitions:**  
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Committee Procedure Rule 13 (Part 4B of the Constitution).
9. **Deputations:**  
To receive deputations (if any) under the provisions of Committee Procedure Rule 14 (Part 4B of the Constitution).
- Enc 10. **References from Council and Other Committees/Panels:** (Pages 5 - 6)  
To receive any reference from Council and/or other Committees or Panels.
- (a) Reference from the special meeting of the Overview and Scrutiny Committee held on 2 March 2004.
11. **The Use of the Harrow Crest:**  
Verbal report of the Head of Communications
12. **Council Noticeboards:** (To Follow)  
Report of the Head of Communications
13. **Development of Web Site:**  
Verbal report of the Communications and Publications Manager.
14. **Printing Schedules for Harrow People, Newsletters and Homing In:** (To Follow)  
Report of the Head of Communications.
15. **Any Other Business:**  
Which the Chair has decided is urgent and cannot otherwise be dealt with.

**AGENDA - PART II - NIL**