



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

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PUBLICATIONS ADVISORY PANEL (SPECIAL)

16 MARCH 2004

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Knowles
* Burchell (2) * Jean Lammiman
* Harrison* Denotes Member present
(2) Denotes category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**120. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-Ordinary Member
Councillor StephensonReserve Member
Councillor Burchell121. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.122. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.123. **Minutes:****RESOLVED:** That the minutes of the meeting held on 12 February 2004, having been circulated, be taken as read and signed as a correct record when published in the Bound Minute Volume.124. **Public Questions:****RESOLVED:** To note that there were no public questions to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).125. **Petitions:****RESOLVED:** To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).126. **Deputations:****RESOLVED:** To note that there were no deputations to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).127. **Spring Edition of Harrow People:**

The Panel, having received a draft copy of the Spring Edition of the Harrow People by mail, received various tabled supplemental texts at the meeting. The Communications and Publications Manager informed the Panel that this was the first draft and that there were still a number of articles and pictures to be included together with an improvement of the colouring of the magazine. Consideration was given to each page of the magazine. A number of drafting proposals and issues of clarification were discussed, as follows.

Front Cover: This was to feature the Queen. The Communications and Publications Manager explained to the Members of the Panel that the Queen's visit to Harrow would be further highlighted through a 12 page supplement mainly consisting of pictures to appear at the beginning of the magazine. A Member of the Panel asked that the 50th and 25th anniversary logos be displayed on the front cover as well. The Member also suggested that the supplement be set out in the middle of the magazine so it could easily be saved as a souvenir by the reader.

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Expansion of brown bin scheme: Members requested a clarification on the bidding for extra funding and asked the Communications and Publications Manager to check to which phase in the bidding the article referred.

Page 6

Scrutiny update: It was noted that the Health and Social Care Scrutiny Sub-Committee had completed the report on delayed transfers of care and that the visit to the Royal National Orthopaedic Hospital had taken place.

Interpreter for deaf at Harrow Council: The Panel asked for a minicom phone number to be included.

Action stations: A Member queried whether it was appropriate to display pictures of children in the magazine and whether permission from the parents had been sought

Page 11

Harrow 50 years, Celebrate with us: The Communications and Publications Manager informed the Panel that all the dates of the events would be reconfirmed prior to publishing. A Member of the Panel suggested that the 1 May should be excluded from the list since the events were not open to the public. The Member also informed the meeting that the Harrow in Europe 25th anniversary celebration of international friendship was to take place on 2 May and the May Day celebrations on 3 May. Another Member suggested that an explanation of Charter Day be provided and that the name of the months be displayed only once. It was also suggested that an interfaith event in October should be added to the list of events.

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In brief: An inclusion of the Sai School's performance on 2 May was suggested

Page 22

Community safety survey: The Publications and Communications Manager informed the meeting that the survey was an extract from the Annual Crime Survey and might not be subjected to changes. However, the Members of the Panel noted the following amendments to the survey be put forward:-

- To include garden vandalised in the list of crimes in question 1
- To ensure consistency between question and answer alternatives in question 12
- To add sexuality and disability to question 14
- Consistent use of the category don't know throughout the survey
- The relevance of including cinema as a media source was questioned
- To state that the data submitted was protected.

Page 28

Career choices: Members noted that the persons interviewed were all working in the public sector and mainly within Harrow Council and it was suggested that this should be made clearer.

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Living in Harrow: It was suggested that this could be a cut out section for the reader to keep. It was also requested that the Publications and Communications Manager check whether the dog warden was still in post.

News to Come: Members identified additional items:-

- the Tidy Business Scheme
- report from an event regarding children teaching parents.

Supplementary articles tabled at the meeting

Tidy Britain award for New Harrow Project: It was suggested that ENCAMS' former name Keep Britain Tidy should be added.

International Friendship in 25th year: It was suggested that it should be mentioned that the event was supported by Kodak.

Elections: Members expressed their satisfaction that a form for postal voting would be included in the magazine in relation to this article.

Leader's Column: A Member of the Panel suggested that the second sentence in paragraph 1 could be amended as follows: 'This administration had made every effort to achieve a council tax at inflation or below by 2006'.

RESOLVED: That (1) the survey be follow up with an article about the achieved results;

(2) the draft copy of the magazine, as amended, be noted.

128. **Any Other Business:**

Homing In: A Member noted that is was still unclear who had produced the publication and that there was no Council logo on the cover. It was also requested that Members of the Panel be sent a draft copy prior to its publication.

Tenants' and Leaseholders' Handbook: The Chair expressed concern that this was a Council publication which had not been forwarded to the Panel. The Development, Housing and Best Value Portfolio Holder informed the meeting that the recently distributed copy was not a new publication but an updated version of an already existing handbook that had been reprinted.

Apostrophes: A Member of the Panel noted the existence of the incorrect use of apostrophes in a number of Council publications and especially in the committee agendas and minutes. The Member stressed the importance of correct grammar in official documents and suggested that staff might be provided with additional training in these matters.

RESOLVED: That (1) the use of the Harrow crest be an item on the agenda of the next meeting;

(2) the printing schedules of Harrow People, Area Newsletters and Homing In be circulated to Members and included as an item on the agenda of the next meeting.

(Note: The meeting having commenced at 6.10 pm, closed at 7.25 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair

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LONDON BOROUGH OF HARROW

PUBLICATIONS ADVISORY PANEL

24 MAY 2004

Reference from the Special Overview and Scrutiny Committee meeting held on 2 March 2004: Annual Report of HR Portfolio Holder for 2002/2003

1. At the Special meeting of the Overview and Scrutiny Committee on 2 March 2004, the Committee received a report of the Finance and Human Resources and Performance Management Portfolio Holder, which set out the HR work of the Council over 2002/03, the key objectives for the personnel service and progress made against those objectives.
2. During discussion on this item, and in response to a question from a Member, the Executive Director (Organisational Development) outlined some of the steps being taken to encourage disabled people to apply for posts at the Council. These included operating the 2 ticks scheme; interviewing any disabled applicant who met the minimum person specification for a post; work with the Harrow Association of Disabled People on the recruitment process; and offering work experience to people with mental health problems.
3. The Member felt that it was not widely known that such a lot of positive proactive work was going on, and suggested that this issue should be referred to the Publications Advisory Panel to consider; this was agreed.
4. The Committee therefore **RESOLVED**, inter alia, **that the Publications Advisory Panel be requested to consider publicising the steps being taken by the Council to encourage job applications from disabled people.**

FOR CONSIDERATION

Background Papers: Draft minutes of the Overview and Scrutiny Committee (Special) meeting on 2 March 2004

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