

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 Stephenson

Reserve Member
 Councillor Burchell

121. **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.

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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

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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

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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.

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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 it 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