

PUBLICATIONS ADVISORY PANEL

27 SEPTEMBER 2005

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Jean Lammiman
* Harrison * Bill Stephenson
Knowles

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**213. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

214. **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.

215. **Arrangement of Agenda:**

RESOLVED: That (1) in accordance with the Local Government (Access to Information) Act 1985, the following agenda was admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
9. Harrow People Publishing Schedule	This report was not available at the time the agenda was printed and circulated. Members were requested to consider this report in order to comment on the new printing schedules for Harrow People.

(2) all items be considered with the press and public present.

216. **Minutes:**

RESOLVED: That the minutes of the meeting held on 23 May 2005, having been circulated, be taken as read and signed as a correct record.

217. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

218. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

219. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

220. **Reference from the Meeting of the Lifelong Learning Scrutiny Sub-Committee held on 27 June 2005: African Exchange Presentation:**

The Panel received a reference from the meeting of the Lifelong Learning Scrutiny Sub-Committee on 27 June 2005. The reference explained that the Sub-Committee had received a presentation on a project initiated by Whitefriars First and Middle School, which had developed links with schools and communities in Uganda over the previous three years. The Chair explained her intention to feed back to the Chair of the

Lifelong Learning Scrutiny Sub-Committee that an article on the project had been included in the October edition of Harrow People. A Member suggested that in future a more informal method of internal communication could be employed in similar circumstances.

RESOLVED: That the reference be noted.

221. **Harrow People Publishing Schedule:**

The Panel received a report of the Group Manager (Communications) setting out the forthcoming publishing schedule for Harrow People. The Group Manager (Communications) provided a brief overview of the deadlines and noted that the distribution to date had proved to be successful. It was added that a job supplement would be introduced into the magazine. The Panel further discussed opportunities for small advertisers, the cost of advertising for internal clients and issues surrounding Harrow People's budget following the decision to move to a monthly magazine. The Panel also suggested that future editions could include an article based on an issue raised by a local resident, which would provide a solution or advice on the query.

RESOLVED: That the Panel receive a report at its next meeting, providing details on costs associated with producing Harrow People.

222. **Website Update:**

Members received a verbal report from the Group Manager (Communications) providing an update on the Council's Website. Following initial discussions with CAPITA, it was reported that the website would be used as one of the main tools to promote a more interactive and customer focused approach to delivering the Council's services. Members also heard that the Council was considering changing the website's existing content management system to make the site more accessible. It was added that a Project Team would be established to help develop and redesign the website over the course of the coming months.

RESOLVED: That the above be noted.

223. **Any Other Business:**

The Panel discussed the Council's approach to recruitment advertising, including the various publications in which adverts were placed.

It was also agreed that Members would receive a copy of a communications booklet, which provided information on the officers in the section.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.33 pm, closed at 8.50 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair