

PUBLICATIONS ADVISORY PANEL

9 FEBRUARY 2006

Chair: * Councillor Marie-Louise Nolan

Councillors: * Branch * Jean Lammiman
* Foulds (1) * Bill Stephenson
* Knowles

* Denotes Member present
(1) Denotes category of Reserve Member

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**234. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

| <u>Ordinary Member</u> | <u>Reserve Member</u> |
|------------------------|-----------------------|
| Councillor Harrison | Councillor Foulds |

235. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interest made by Members in relation to the business transacted at this meeting.

236. **Arrangement of Agenda:**

RESOLVED: That (1) agenda item 11 be considered after agenda item 8; and
(2) all items be considered with the press and public present.

237. **Minutes:**

RESOLVED: That the minutes of the meeting held on 8 November 2005, having been circulated, be taken as read and signed as a correct record.

238. **Public Questions:**

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

239. **Petitions:**

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

240. **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).

241. **Website Update:**

Members received a report of the Executive Director (Business Development) on the redevelopment of the Council's website. Following questions from Members, an officer stated that the costs set out in the report included the cost of setting up the new website with new software and one off staffing costs.

The Panel was shown a draft version of the updated website. Members made comments and suggestions about potential improvements, which were noted by officers for consideration when developing the website. In particular, Members were of the view that the front page of the website should be improved to feature more images and less text. A Member also stated that the website should be easily accessible to the public and that it should include a public forum site. Members requested that an

updated draft, incorporating their suggestions, be submitted to the next meeting of the Panel.

RESOLVED: That the report be noted.

242. **Business Transformation Partnership:**

The Panel received a verbal report on the Business Transformation Partnership (BTP). A document was tabled at the meeting which provided information on communications relating to the BTP. An officer stated that information on the BTP was to be included in the Council Tax information booklet which would be launched in Harrow town centre. Members were of the view that all Councillors should be kept informed about the BTP.

RESOLVED: That the report be noted.

243. **Harrow People - Update:**

The Panel received a verbal report which outlined the financial position of the Harrow People magazine. A financial statement was tabled, which detailed income and expenditure from September 2005. An officer stated that the readers' survey had indicated that the majority of respondents had positive views about Harrow People. In response to questions from Members, an officer stated that the jobs supplement was open to all advertisers but that income from this had decreased due to a reduction in the number of posts advertised by the Council.

A Member stated that Harrow People could be used to more widely reflect the views of the community in the same way as the Council's Youth Participation Strategy.

RESOLVED: That the report be noted.

244. **Community Notice Boards - Update:**

The Panel received a verbal report which advised that a new contract for notice boards was due to be finalised in Summer 2006. An officer requested Members' views on the future of the community notice boards. A Member expressed the view that the notice boards had been of little value and were often placed at inappropriate locations. Members suggested that a survey might help identify different ways of communicating information. Members stated that, as the income from the notice board contract was greater without the provision of community notice boards, it would be appropriate to remove these from the contract and investigate alternative options.

RESOLVED: That the report be noted.

245. **Council Tax Supplement:**

Members received a verbal report on the Council Tax Supplement. Copies of the initial draft of the 2006/07 guide to Council Tax had previously been circulated to Members of the Panel. Members made a number of comments and suggested improvements to the guide, which would be included in the final version.

RESOLVED: That the report be noted.

246. **Extension and Termination of Meeting:**

In accordance with the provisions of Advisory Panel and Consultative Forum Procedure Rule 12.1 (Part 4E of the Constitution) it was

RESOLVED: (1) At 10.00 pm to continue until 10.10 pm and;

(2) at 10.10 pm to continue until 10.15 pm.

(Note: The meeting having commenced at 8.00 pm, closed at 10.15 pm)

(Signed) COUNCILLOR MARIE-LOUISE NOLAN
Chair