

## PUBLICATIONS ADVISORY PANEL

21 JUNE 2006

Chairman: \* Councillor Paul Osborn

Councillors: \* Mrs Lurline Champagnie \* Macleod-Cullinane  
\* Keith Ferry \* Tom Weiss  
\* Archie Foulds

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**1. **Appointment of Chairman:**

**RESOLVED:** To note the appointment at the meeting of Cabinet on 8 June 2006 of Councillor Paul Osborn as Chairman of this Panel for the Municipal Year 2006/07.

2. **Attendance by Reserve Members:**

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

3. **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.

4. **Arrangement of Agenda:**

**RESOLVED:** That all items be considered with the press and public present.

5. **Appointment of Vice-Chairman:**

**RESOLVED:** That Councillor Mrs Lurline Champagnie be appointed as Vice-Chairman of the Publications Advisory Panel for the Municipal Year 2006/07.

6. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 9 February 2006, having been circulated, be taken as read and signed as a correct record.

7. **Publications Advisory Panel Terms of Reference:**

**RESOLVED:** That the terms of reference be noted.

8. **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).

9. **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).

10. **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).

11. **Website Update:**

Members received a verbal update of the Director of Business Transformation on the redevelopment of the Council's website, and were asked to comment on the Panel's key requirements for a redeveloped website. Members commented about problems and suggested potential improvements, which were noted by officers. In particular, it was felt that the website would need to be user friendly and that PodCasts would be a

requirement. An officer commented that PodCasts could not be introduced unless appropriate budget provision was made.

Members requested that officers circulate the revised brief and objectives of the redeveloped website and the quantitative indicators showing how the objectives could be achieved. The Chairman requested that Members feedback their comments and if significant feedback were made, a Special meeting of the Panel could be arranged.

The Chairman also requested that officers circulate copies of the Harrow People to Members and if Members had concerns these could be discussed at the next meeting, however the Panel should remain a strategic Panel.

**RESOLVED:** That (1) officers consider the comments of Members when redeveloping the Council's website;

(2) officers circulate the revised brief, the objectives of the redeveloped website and quantitative indicators to Members of the Panel.

(3) officers circulate copies of the Harrow People to Members of the Panel.

(Note: The meeting having commenced at 7.30 pm, closed at 8.32 pm)

(Signed) COUNCILLOR PAUL OSBORN  
Chairman