
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 5th October 2009

Subject: Communications, Report Writing and Plain English

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 At the last meeting of the Board, Members asked that a future agenda include an item on communications. Particularly, Members wished to discuss the standard and style of written reports issued by the Council, both to external partners and internally between officers and Elected Members.
- 1.2 Andy Carter (Acting Head of Communications) and Alex White (Communications Manager, Strategic Communications and Marketing) have been invited to today's meeting to discuss these issues. Members will be given the opportunity to learn about some of the issues experienced by the Corporate Communications Team, the initiatives and training that has been developed to address them, and to help shape the future standard and style of communications within the Council.

2.0 RECOMMENDATIONS

- 2.1 Members of the Board are asked to discuss issues around this agenda item and make any appropriate recommendations.

Background Papers

None used