

1. DRAFT COMMUNICATION POLICY

Kay Carston (Team Leader, Communication Representatives) and Philippa Joughlin (Consultation Project Coordinator) spoke to a draft document prepared as a result of a meeting of the staff focus group.

The Committee analysed the content of the draft document under the following headings:

- Introduction,
- Scope,
- Communication Objectives,
- Communication Principles,
- Appendix, which signalled:
 - Role the Council fulfils in its communication,
 - Examples of key audiences,
 - Definition of communication,
 - Other policies.

Philippa Joughlin facilitated a review of the draft document.

The Committee **decided** to accept the alterations and amendments as signalled and to consider the revised document at its final meeting set down for 20 June 2003.

The Committee also **decided** that the above meeting be held at 2pm Friday 20 June 2003 at 'Our City'.