

## **MINUTES OF O&S COMMUNICATIONS TASK GROUP 31/10/16**

**Councillors in attendance:** Cllr Sabine Capes (Chair of task group); Cllr Susan Doran

**Apologies:** Cllrs Islam and Harman (Portfolio Holder)

**Officers in attendance:** Linda Norman (Group Head (Finance and Customer Relations)); Dawn Morrison (Communications and Licensing Manager). Gill Hobbs, (Committee Manager)

### **Key matters under discussion:**

- A list of communications tools that are available were circulated prior to the meeting and Cllr Capes had formulated a questionnaire for councillors to gauge levels of knowledge and use
- The survey once issued is to have a two week return time and be available in both electronic and paper format to maximise response levels
- The results will be collated and form the basis of a workshop to be held, if required\*, from mid-January onwards
- Gill Hobbs to look at possible rooms and dates for the workshop
- A buffet to be arranged to those that request one (to save waste)
- It was agreed that the TG meeting date of 19 December be cancelled and a date identified for the next meeting in first two weeks of January

\*If the councillor survey response does not indicate high interest for a workshop to be held, then alternative solutions would be explored

### **Date of next meeting:**

Week commencing 9 January