

# **The Health Professions Council**

## **COMMUNICATIONS COMMITTEE MEETING**

**Thursday 27<sup>th</sup> October 2005**

**11:00am**

The fifteenth meeting of the Communications Committee will be held at the following location:

Meeting Rooms 2 and 3  
Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

**Sophie Butcher**  
**Secretary to the Committee**  
Tuesday 18<sup>th</sup> October 2005

Health Professions Council  
Park House  
184 Kennington Park Road  
London SE11 4BU

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Date  
2005-10-11

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Dept/Cmte  
CNL

Doc Type  
AGD

Title  
Communications Committee  
Agenda

Status  
Final  
DD: None

Int. Aud.  
Public  
RD: None

## Agenda – Part One – Open to Members of the Public

- |    |   |                              |
|----|---|------------------------------|
| 1. | <b>Election of the Chairman and Vice-Chairman</b><br>From Sophie Butcher – Secretary to the Committee | Enclosure 1<br>Paper CC03/05 |
| 2. | <b>Apologies for Absence</b>  | Verbal                       |
| 3. | <b>Approval of Agenda</b>   | Verbal                       |
| 4. | <b>Minutes of the Communications Committee Meeting held on Tuesday 4<sup>th</sup> May 2005</b>        | Enclosure 2<br>Paper CC04/05 |
| 5. | <b>Matters Arising</b>  | Verbal                       |
| 6. | <b>Director of Communications Report</b><br>From Chris Middleton – Director of Communications         | Enclosure 3<br>Paper CC05/05 |

### Items for Discussion/Approval

- |    |  |                              |
|----|--|------------------------------|
| 7. | <b>Dates of Communications Committee Meetings 2006/2007</b><br>From Sophie Butcher – Secretary to the Committee  | Enclosure 4<br>Paper CC06/05 |
| 8. | <b>Public Patient Involvement</b><br>i) <b>Terms of Reference</b><br>ii) <b>Budget</b><br>iii) <b>PPI Group Minutes Friday 2 September 2005</b><br>From Chris Middleton – Director of Communications | Enclosure 5<br>Paper CC07/05 |

### Items to Note

- |     |  |                              |
|-----|--|------------------------------|
| 9.  | <b>The Standing Orders of the Communications Committee</b><br>From Sophie Butcher – Secretary to the Committee | Enclosure 6<br>Paper CC08/05 |
| 10. | <b>Service Standards</b><br>From Chris Middleton – Director of Communications                                  | Enclosure 7<br>Paper CC9/05  |
| 11. | <b>Communications Work plan</b><br>From Chris Middleton – Director of Communications                           | Enclosure 8<br>Paper CC10/05 |

### Items for Information

None

- |     |  |
|-----|--|
| 12. | <b>Any Other Business</b><br>Previously Notified to and Agreed by the Chairman |
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13. **Date & Time of Next Meeting**  
11:00am Monday 27<sup>th</sup> February 2006

**Resolution**

The Committee is invited to adopt one or more of the following:

“The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following”;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee’s or Council’s functions.



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