

## Communications Committee

### Matters arising from previous committees

#### **Executive Summary**

##### **Introduction**

A review of the actions requested by previous Communications Committees is attached.

##### **Decision**

The Committee is asked to note the actions that have been taken.

##### **Background Information**

None

##### **Resource Implications**

None

##### **Financial Implications**

None

##### **Background Papers**

None

##### **Appendices**

Communications Committee actions February and May 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-09-19	a	SEC	MIN	Communications Committee Actions from May 2008	Draft DD: None	Public RD: None

## Communications Committee

### Matters arising and action points from previous meetings

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<p><b><u>Matters Arising from the twenty first Committee</u></b>            The Committee noted that that the Committee could discuss the inclusion of a communications expert among its membership at the workshop planned for October.  <b>Item 4.08/04 - 25 February 2008</b></p>	Director Comms, Sec to Commit.	October 2008	<b>COMPLETE</b> (to be discussed at the workshop)
2.	<p><b><u>Events update</u></b>            The Committee noted that once feedback had been received from subsequent Listening Events in the new format, a paper summarising the feedback and making recommendations would be brought to a meeting by the Events Manager. (Item planned for May meeting postponed to October due to change of staff in this area).  <b>13.08/13 - 25 February 2008</b></p>	Events Manager	October 2008	<b>COMPLETE</b> (paper on Listening Events attached)
3.	<p><b><u>Website statistics</u></b>            The Committee requested that the methodology for displaying the figures be reviewed. The Committee requested that, if graphs and charts are to be used, they could be produced on the same page as the supporting figures.  <b>Item 11.08/28 - 21 May 2008</b></p>	Web Manager	October 2008	<b>ONGOING</b>