
Communications Committee

Annual review of action points

Executive Summary

Introduction

A summary of matters arising from Communications Committees, and subsequent actions, has been provided for information for the period May 2008 to May 2009. This includes the actions agreed at the last public meeting of the Committee.

Decision

The Committee is asked to note the actions that have been taken. No decision is required.

Background Information

Please refer to individual papers and minutes for the background to individual action points.

Resource Implications

None

Financial Implications

None

Background Papers

None

Appendices

Communications Committee actions May 2008 to May 2009

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><u>Matters arising from the twenty first Committee</u> The Committee noted that that the Committee could discuss the inclusion of a communications expert among its membership at the workshop planned for October. Item 4.08/04 - 25 February 2008</p>	Director Comms, Sec to Commit.	October 2008	COMPLETE (to be discussed at the workshop)
2.	<p><u>Events update</u> 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). 13.08/13 - 25 February 2008</p>	Events Manager	October 2008	COMPLETE (paper on Listening Events attached)
3.	<p><u>Website statistics</u> 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</p>	Web Manager	October 2008	ONGOING

	<p>same page as the supporting figures.</p> <p>Item 11.08/28 - 21 May 2008</p>			
4.	<p><u>Communication support for organisational activities</u></p> <p>The Committee noted that Communications were taking part in a number of organisation wide projects which were not captured in the individual managers' reports. Director of Communications to submit paper on cross office projects to January 2009 meeting.</p> <p>Item 5.08/35 - 16 Oct2008</p>	Director Comms	Jan 2008	COMPLETE (Paper to January meeting)
5.	<p><u>Communicating with prospective registrants</u></p> <p>The Committee noted that work was being done to develop teaching aids for the leaders of approved courses to inform students about HPC. Communications Manager to report to the Committee on the development of teaching aids for approved course leaders.</p> <p>Item 8.08/38 - 16 Oct 2008</p>	CPD Manager	Oct 2008	COMPLETE (Paper to January meeting)
6.	<p><u>Strategy</u></p> <p>The Committee noted that CPD report gave a clear picture of the amount of work being done, but would appreciate an overview of the strategy being followed.</p> <p>Item 8.08/38 - 16 Oct 2008</p>	Director Comms	Oct 2008	COMPLETE (Paper to January meeting)
7.	<p><u>Publications distribution</u></p> <p>Publications Manager to ensure that all Council members are included on the circulation list for 'HPC In Focus'.</p> <p>Item 9.08/39 - 16 Oct 2008</p>	Pub. Manager	Dec 2008	COMPLETE
8.	<p>Events</p> <p>Events manager to submit full events calendar to next meeting of</p>	Events Manager	May 2009	COMPLETE (Paper attached)

	the Committee Item 6.09/06 – 21 Jan 2009			
9.	<u>PKF Audit of external communications (2007)</u> Secretary to the Committee to submit PKF audit report on the Communications Department to the next meeting. Item 8.09/08 – 21 Jan 2009	Sec to the Comm.	May 2009	COMPLETE (Paper attached)