

Communications Committee 18 February 2010

Communications Committee terms of reference

Executive summary and recommendations

### **Introduction**

On 20 May 2009, the Council approved the terms of reference and the standing orders for the Communications Committee.

The terms of reference as approved by the Council read:

‘The Communications Committee shall:-

1. advise the Council on its overall communications strategy in pursuit of its aims and objectives;
2. review regularly the communications strategy in the light of ongoing developments;
3. advise the Council on its priorities in relation to the Committees strategies;
4. monitor the delivery and evaluate the outcomes of the communications strategy; and
5. recommend the procedures by which the Council can communicate its various processes.’

At its meeting on 5 November 2009, the Communications Committee asked the Executive to clarify the following points in the terms of reference:

Point 2 - whether it had the power to also ‘update’ the communications strategy as part of the review process

Point 3 – whether this point referred to its own strategy, or the strategies of all of HPC’s committees.

### **Point 2**

It is recommended that, for consistency, this point of the terms of reference should be amended so that it is more in line with the language used for the terms of reference of the Finance and Resources and Fitness to Practise committees, i.e. using ‘consider’ instead of ‘review’.

### **Point 3**

In the terms of reference, the Committee is responsible for advising the Council on matters relating to communications. In this context, point 3 should be read as referring to the Communications Committee's own strategies rather than all of HPC's committees. The Council has not delegated a power to the Communications Committee to advise the Council on its priorities in relation to the strategies of all of HPC's committees.

It is recommended that the terms of reference should be revised, for the avoidance of doubt.

### **Decision**

The Committee is asked to recommend to the Council that points 2 and 3 of its terms of reference should be amended to read as follows (bold type indicates amendments):

- '2. **consider** the communications strategy in the light of ongoing developments **and advise the Council on the communications strategy as appropriate;**'
- '3. advise the Council on its priorities in relation to the **Committee's** strategies;'

### **Background information**

Communications Committee, 5 November 2009, enclosure 13 (paper CC 34/09), available on the HPC website at:

[www.hpc-uk.org/assets/documents/10002B4Dcommunications\\_committee\\_20091105\\_enclosure13\\_termsofreferenceandstandingorders.pdf](http://www.hpc-uk.org/assets/documents/10002B4Dcommunications_committee_20091105_enclosure13_termsofreferenceandstandingorders.pdf)

### **Resource implications**

None.

### **Financial implications**

None.

### **Appendices**

None.

### **Date of paper**

18 January 2010.