

Council 25 March 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.

On 18 February 2010, the Committee considered revised wording for these points and agreed to recommend the wording below to the Council.

Decision

The Council is asked to agree that points 2 and 3 of the Communications Committee's 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

Communications Committee minutes, 18 February 2010

Resource implications

None.

Financial implications

None.

Appendices

None.

Date of paper

19 February 2010.