

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 October 2008

Communications Committee

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-01-09	a	SEC	MIN	Communications Committee Actions from October 2008	Final DD: None	Public RD: None

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>Communication support for organisational activities</u> 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. Item 5.08/35 - 16 Oct 2008</p>	Director Comms	January 2008	COMPLETE (paper attached)
2.	<p><u>Communicating with prospective registrants</u> 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. Item 8.08/38 - 16 Oct 2008</p>	CPD Manager	October 2008	COMPLETE (paper attached)
3.	<p><u>Strategy</u> 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. Item 8.08/38 - 16 Oct 2008</p>	Director Comms	October 2008	COMPLETE (Strategy attached)
4.	<p><u>Publications distribution</u> Publications Manager to ensure that all Council members are included on the circulation list for 'HPC In Focus'. Item 9.08/39 - 16 Oct 2008</p>	Pub. Manager	Dec 2008	COMPLETE