
Communications Committee 17 February 2011

Actions list

Executive summary and recommendations

Attached is an actions list as agreed at the last public meeting of this committee.

Decision

The Committee is requested to note the document. No decision is required.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

13 December 2010.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2010-12-13	a	COM	PPR	Executive summary action points list Communications Committee 17 February 2011	Final DD: None	Public RD: None

Action points

Communications Committee

4 November 2011

	Action point (and location in the minutes)	For the attention of	Action by	Comments
1	Developing a social media strategy: Committee endorsed the social media strategy as set out in the paper and asked the Executive to keep it informed of progress. (8.5)	EG/ AM	Ongoing	
2	HPC events: Committee endorsed the approach to events as set out in the paper and asked the Executive to keep it informed of progress. (9.5)	SC	Ongoing	
3	Proposed amendments to content of annual report and accounts: Committee agreed to recommend to Council the following amendments to the content of the annual report and accounts, with effect from the 2010-11 annual report and accounts: - removing the 'Foreword from the Chair' and 'Introduction from the Chief Executive' and instead including one, jointly authored, introduction; - removing the Council and Committee member biographies; and - removing the Council and Committee member attendance tables. (11.4)	JJ	9 December 2010	Actioned. Recommendations approved by Council on 9 December 2010.

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4	<p>Committee membership:</p> <p>Committee agreed that, in order to reduce the risk of Committee meetings being inquorate, the Executive should consider either appointing a new member to the Committee, or review the number of members required for a quorum.</p>	CB	17 February 2011	Actioned. On 9 December 2010, the Council agreed to appoint Mrs Joy Tweed to the Committee, as a member until July 2011.
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