Health Professions Council
Communications Committee 24 May 2007

Actions List

Executive Summary and Recommendations

Introduction

Attached is the actions list as agreed at the last 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

Background papers

None

Appendices

None

Date of paper

14 May 2007

ACTION POINTS
COMMUNICATIONS COMMITTEE – 27 FEBRUARY 2007

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<u>Director of Communications Report</u> The Committee noted that work to progress the audit of the HPC's Patient and Public Involvement (PPI) activities was underway and an update would be provided at the next committee meeting in May 2007, from 27 February 2007 **(Public minutes, 8.5)**	**JL**	By Thursday 24 May 2007	
2.	<u>Director of Communications Report</u> The Web Manager was to attend the next Communications Committee meeting in May to provide a more detailed overview of the website statistics to date. from 27 February 2007 **(Public minutes, 8.6)**	**TG**	By Thursday 24 May 2007	
3.	<u>Draft Communications Strategy 2007-2011</u> The Committee agreed to the recommendation that Council considered the draft communications strategy 2007-2011 for ratification at their next meeting in March 2007 from 27 February 2007 **(Public minutes, 9.6)**	**JL**	By Thursday 29 March 2007	
4.	<u>Better Internal Communications</u> The Committee noted that the main findings and recommendations resulting from the audit, that all staff	**JL**	By Thursday 24 May 2007	

	were being consulted on these findings and that a prioritized list of recommendations would be drawn up and incorporated into the communications work plan, from 27 February 2007 **(Public minutes, 12.5)**			