Communications Committee

Matters arising from the Committee of 25 February 2008

Executive Summary

Introduction

A review of the actions requested by the Communications Committee of 25 February 2008 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 25 February 2008

Monday 25 February 2008

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	**Matters Arising from the twenty first Committee** The Committee noted that that the Committee could discuss the inclusion of a communications expert among its membership at the workshop planned for October.	SR, RT	16 October 2008	**Complete** To be added to workshop agenda
2.	**Director of Communications report** The Committee noted that events had been taking place to increase knowledge of and interaction with HPC by the employers of Health Professionals. Events have focussed particularly around fitness to practise, registration and CPD. The cycle of employers' events had been completed and initial feedback from participants had been positive. The Public Affairs Manager would report to the next meeting of the Committee.	NB	Wednesday 21 May 2008	**Complete** Paper CC15/08 attached
3.	**Communications strategy 2007-2011** The Committee noted that there was no specific reference to the upcoming changes to the governance of the Council, and that this should be added to the work plan.	RT	May 2008	**Complete**
4.	**Communications strategy 2007-2011** The Committee agreed that guidance on the changes to the Council's structure and their implications should be sent to	RT	June 2008	**Ongoing**

	registrants with the Code of Ethics. Guidance should also be given the professional bodies to allow them to cascade information about the changes.			
5.	**Communications Department Draft Work Plan 2008-2009** The Committee agreed the priorities, principles and projects outlined in the work plan subject to the above addition to objective four and the inclusion of an additional key message for registrants about the changes in structure to registrants. The Committee agreed to keep the document under review, and request the Executive amend the work plan accordingly.	RT	May 2008	**Ongoing**
6.	**Proposal from communications discussion event** The Committee agreed to the event should include members of the Committee and members of the Communications team and other internal staff.	RT	October 2008	**Ongoing**
7.	**CPD Communications Update** The Committee noted the development of the explanatory DVD about CPD, and that this was probably a first for regulation. The work was also a good example of cross-departmental working within HPC. The DVD would be shown to the Committee at the first meeting after completion and would be made available on the members extranet if this was possible.	SR	On release of the DVD	**Complete** Presentation to May meeting

8.	**Events update** The Committee noted that once feedback had been received from subsequent Listening Events in the new format, a paper summarising the feedback and making recommendations would be brought to a meeting by the Events Manager.	TH	May 2008	**Ongoing** Paper to October meeting due to change of staff in this area