

**Health Professions Council  
Communications Committee 27 October 2006**

**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**

18 October 2006

**ACTION POINTS**  
**COMMUNICATIONS COMMITTEE – 27 OCTOBER 2006**

	<b>Action point (and location in the minutes)</b>	<b>For the attention of</b>	<b>Action by (date)</b>	<b>Outcome</b>
<b>1.</b>	Ms Farrell had attended a Patient Public Involvement group meeting in place of the Chairman. This was held on 5 April and a report was due to be submitted, from 24 May 2006 ( <b>Public minutes, 6.3</b> )	<b>CF</b>	As soon as possible	A written report has been sent
<b>2.</b>	The Committee agreed that the Customer Services Manager, when recruited, was invited to each of the Communications Committee meetings to provide an update on these matters and was to be included as a permanent agenda item for the future, from 24 May 2006 ( <b>Public minutes, 7.4</b> )	<b>SB</b>	27 October 2006 (date of next meeting, but subject to when Customer Services Manager is recruited)	A Customer Services Manager is not being recruited for.
<b>3.</b>	The Committee approved the strategy and work plan for an interim period subject to the agreement that amendments were required and would be incorporated shortly. Once the document had been revised it would be re-presented for the Committee's approval in October. Guidance on the re-structuring of the strategy was welcomed and should be fed back as soon as possible to the interim Director of Communications, from 24 May 2006 ( <b>Public</b>	<b>PA/VN</b>	27 October 2006 Paul Acres to feed back his comments as soon as possible.	The Committee will be having a brainstorm session about the Communications Committee strategy and workplan at their next meeting in October 2006.

	<b>minutes, 8.5)</b>			
<b>4.</b>	The Committee agreed that the final stakeholder strategy and work plan would be presented at their next meeting. The word 'elderly' was to be replaced with 'older people'. Clarification was also required on the key stakeholders who represented the public's interests, from 24 May 2006 ( <b>Public minutes, 9.2 &amp; 9.5)</b> )	<b>TL</b>	27 October 2006	The Stakeholder Manager is no longer in post. The outstanding work will be addressed when the vacancy is filled.
<b>5.</b>	The Committee agreed that an evaluation of HPC's current Patient Public Involvement (PPI) activities would be undertaken by the Stakeholder Manager for their review at the next meeting, from 24 May 2006 ( <b>Public minutes, 10.4)</b> )	<b>TL</b>	27 October 2006	Public Patient Involvement (PPI) will be addressed at the next committee meeting in February 2007. A review of an audit that is currently being carried out on PPI will be looked at in further detail then.
<b>6.</b>	The Committee recommended that the perception of the Standards of Proficiency (SoPs) by health professionals was revisited and tracked once the revised SoPs had been published, from 24 May 2006 ( <b>Public minutes, 11.3)</b> )	<b>MG</b>	Ongoing currently	This will be reviewed in the future when the SoPs have been in circulation for a quantifiable period.
<b>7.</b>	The Committee agreed that it would be beneficial to review the final findings of the internal communications proposal at their next meeting, From	<b>BH</b>	27 October 2006	The Media and Internal Communications Officer is no longer in post. The internal

	24 May 2006 ( <b>Public minutes, 12.4</b> )			communications proposal will be reviewed in the future.
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