

Communications Committee 24 October 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 minutes and papers for the background to each decision.

Resource implications

None

Financial implications

None

Background papers

None

Appendices

None

Date of paper

1 October 2007.

**Action points
Communications Committee 24 May 2007**

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	Patient and Public Involvement report: To be provided for the Committee's information at next meeting. (5.1)	JL	By 24 October 2007	
2.	Director of Communications Report: The Committee noted that updates on the progress on various communications campaigns currently underway would be provided at their next meeting. (7.4)	JL	By 24 October 2007	
3.	Committee Self-Evaluation: The Committee agreed that the Secretary to the Committee collected the feedback forms completed by the Committee members and collate the feedback into a table for the Council to review at its Away Day on the 3-4 October 2007. The resultant feedback would be given at the Committee's next meeting. (8.6)	SB	By 3 October 2007	Actioned. The feedback was included in the papers for the Council Awayday. See also paper on agenda for 24 October.

4.	Strategy and Workplan: The Committee would receive an update at their next meeting to review the progress with regard to the Committee's workplan. (9.2)	JL	By 24 October 2007	
5.	Update on Website Developments: Committee agreed that it would be useful if future website reports could be produced in colour. Committee also agreed that it would be beneficial if a report could be produced that identified signposts to specific data that would be of particular relevance to the Committee and or a summary of key messages. (10.4)	TG	By 24 October 2007	
6.	Listening Event Evaluation Reports: Committee agreed that evaluation reports were very useful and recommended the following areas were explored further to assist meaningful analysis: - Which health professions did not attend the Listening Events and why? - Which health professions submitted the feedback forms? (12.3)	TH	By 24 October 2007	

7.	Partner Conference Evaluation Report: The Committee agreed that it would be useful if for future reports the scales for measuring the evaluation marks were kept the same for ease of comparison, from 24 May 2007 (14.2)	TH	When next Partner Conference is held.	
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