

Communications Committee meeting

Wednesday 24 October 2007

11.00 am

The twenty-first meeting of the Communications Committee will be held at the following location:

The Council Chamber
Health Professions Council
Park House
184 Kennington Park Road
London
SE11 4BU

**Colin Bendall,
Secretary to the Committee**

17 October 2007

Health Professions Council
Park House
184 Kennington Park Road
London
SE11 4BU

t: 020 7840 9710

f: 020 7840 9807

e: colin.bendall@hpc-uk.org

Agenda – open to members of the public

1. **Election of the Chairman**
from Colin Bendall - Secretary to the Committee Enclosure 1
Paper CC 12/07
2. **Apologies for absence** Verbal
3. **Approval of agenda** Verbal
4. **Minutes of the Communications Committee meeting held on 24 May 2007**
from Colin Bendall - Secretary to the Committee Enclosure 2
Paper CC 13/07
5. **Matters arising**
from Colin Bendall - Secretary to the Committee Enclosure 3
Paper CC 14/07
6. **Director of Communications report** Verbal

Items for discussion/approval

7. **Committee self-evaluation**
from Colin Bendall - Secretary to the Committee Enclosure 4
Paper CC 15/07

Items to note

8. **Report on the Communications workplan progress from 1 April 2007 to 30 September 2007**
from Jacqueline Ladds - Director of Communications Enclosure 5
Paper CC 16/07
9. **Communicating with the public - campaign update**
from Victoria Smyth - Communications Manager Enclosure 6
Paper CC 17/07
10. **HPC In Focus - electronic newsletter report**
from Philippa Richardson - Publications Manager Enclosure 7
Paper CC 18/07
11. **Public Affairs and Stakeholder report**
from Nina Blunck - Public Affairs Manager Enclosure 8
Paper CC 19/07
12. **Patient and Public Involvement report**
from Jacqueline Ladds - Director of Communications Enclosure 9
Paper CC 20/07
13. **Committee membership**
from Colin Bendall - Secretary to the Committee Enclosure 10
Paper CC 21/07

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| 14. | Standing orders
from Colin Bendall - Secretary to the Committee | Enclosure 11
Paper CC 22/07 |
| 15. | Dates of Committee meetings 2008-09
from Colin Bendall - Secretary to the Committee | Enclosure 12
Paper CC 23/07 |

Items for information

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| 16. | Listening Events Evaluation report
from Thomas Heiser - Events Manager | Enclosure 13
Paper CC 24/07 |
| 17. | External Exhibition Evaluation report
from Thomas Heiser - Events Manager | Enclosure 14
Paper CC 25/07 |
| 18. | Website Statistics report
from Tony Glazier - Web Manager | Enclosure 15
Paper CC 26/07 |
| 19. | Press Coverage report
from Victoria Smyth - Communications Manager | Enclosure 16
Paper CC 27/07 |
| 20. | Any other business
Previously notified to and agreed by the Chairman. | |
| 21. | Date and time of next meeting:
11 am on Monday 25 February 2008 | |

Subsequent meetings at 11 am:

Wednesday 21 May 2008

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