

<h2>Communications Committee</h2>
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**The 28th meeting of the Communications Committee will take place as follows:**

**Date:** Thursday 18 February 2010

**Time:** 11:00 am

**Venue:** Room J, Health Professions Council, Park House, 184  
Kennington Park Road, London SE11 4BU

**Members:** Mrs Sheila Drayton (Chair)  
Mrs Patricia Blackburn  
Ms Julia Drown  
Ms Morag MacKellar  
Dr Arun Midha  
Professor Diane Waller

**Enquiries:** Colin Bendall, Secretary to the Committee  
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## Agenda – Open to the public

- |   |   |                        |
|---|---|------------------------|
| 1 | <b>Apologies for absence</b>  | verbal                 |
| 2 | <b>Approval of agenda</b>   | verbal                 |
| 3 | <b>Declaration of members' interests</b>  | verbal                 |
| 4 | <b>Minutes of the Communications Committee meeting of 5 November 2009</b><br>Colin Bendall – Secretary to the Committee     | enclosure 1<br>CC 1/10 |
| 5 | <b>Notes of Communications Committee strategy workshop of 5 November 2009</b><br>Colin Bendall – Secretary to the Committee | enclosure 2<br>CC 2/10 |
| 6 | <b>Matters arising</b><br>Colin Bendall – Secretary to the Committee  | enclosure 3<br>CC 3/10 |
| 7 | <b>Director of Communications report</b><br>Jacqueline Ladds – Director of Communications                                   | verbal                 |

### Items for discussion/approval

- |    |   |                        |
|----|---|------------------------|
| 8  | <b>Communications department progress report 2009-10: Fourth quarter</b><br>Jacqueline Ladds – Director of Communications | enclosure 4<br>CC 4/10 |
| 9  | <b>Draft communications strategy 2007-11 and draft workplan 2010-11</b><br>Jacqueline Ladds – Director of Communications  | enclosure 5<br>CC 5/10 |
| 10 | <b>Patient and Public Involvement statement of intent</b><br>Jacqueline Ladds – Director of Communications                | enclosure 6<br>CC 6/10 |
| 11 | <b>Communications Committee terms of reference</b><br>Colin Bendall – Secretary to the Committee                          | enclosure 7<br>CC 7/10 |

### Items to note

- |    |   |                        |
|----|---|------------------------|
| 12 | <b>'Older, wiser, be healthwise' campaign summary report</b><br>Jacqueline Ladds – Director of Communications | enclosure 8<br>CC 8/10 |
|----|---|------------------------|

### Items for information

- |    |  |  |
|----|--|--|
|    | None   |  |
| 13 | <b>Any other business</b><br>Previously notified and agreed by the Chair |  |

14 **Date & time of next meeting:**

11.00 am Wednesday 23 June 2010

**Subsequent meetings at 11.00 am:**

Thursday 4 November 2010

Thursday 17 February 2011

Wednesday 22 June 2011

Thursday 8 November 2011

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