

The Health Professions Council

COMMUNICATIONS COMMITTEE MEETING

Wednesday 24 May 2006

11:00am

The seventeenth meeting of the Communications Committee will be held at the following location:

Meeting Rooms 2 and 3
Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Sophie Butcher
Secretary to the Committee
Friday 12 May 2006

Health Professions Council
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London SE11 4BU

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Title
Communications Committee
Agenda 24 May 2006

Status
Draft
DD: None

Int. Aud.
Public
RD: None

Agenda – Part One – Open to Members of the Public

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|----|--|------------------------------|
| 1. | Apologies for Absence | Verbal |
| 2. | Approval of Agenda | Verbal |
| 3. | Minutes of the Communications Committee Meeting held on Monday 27 February 2006
From Sophie Butcher – Secretary to the Committee | Enclosure 1
Paper CC01/06 |
| 4. | Matters Arising
From Sophie Butcher – Secretary to the Committee | Enclosure 2
Paper CC02/06 |
| 5. | Chairman’s Report | Verbal |
| 6. | Communications Manager Report
From Victoria Nash – Communications Manager | Enclosure 3
Paper CC03/06 |

Items for Discussion/Approval

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| 7. | Communications strategy and work plan
From Victoria Nash – Communications Manager | Enclosure 4
Paper CC04/06 |
| 8. | Stakeholder communication proposal
From Tamsin Leigh – Stakeholder Manager | Enclosure 5
Paper CC05/06 |
| 9. | Internal communication proposal
From Victoria Nash – Communications Manager | Enclosure 6
PaperCC06/06 |
| 10. | Patient and public involvement discussion paper
From Rachel Tripp – Policy and Standards Manager | Enclosure 7
Paper CC07/06 |

Items for Discussion

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| 11. | Standards of proficiency market research
From Michael Guthrie – Policy Officer | Enclosure 8
Paper CC08/06 |
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Items to Note

None

Items for Information

None

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| 12. | Any Other Business
Previously Notified to and Agreed by the Chairman |
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13. **Date & Time of Next Meeting**
11:00am on Friday 27 October 2006

Resolution

The Committee is invited to adopt one or more of the following:

“The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to one or more of the following”;

- (1) information relating to a registrant, former registrant or applicant for registration;
- (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
- (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (4) negotiations or consultation concerning labour relations between the Council and its employees;
- (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or the Council;
- (6) action being taken to prevent or detect crime or to prosecute offenders;
- (7) the source of information given to the Committee in confidence; or
- (8) any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

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