

ACTION POINTS
COMMUNICATIONS COMMITTEE – 27 OCTOBER 2006

	Action point (and location in the minutes)	For the attention of	Action by (date)	Outcome
1.	<u>Communications Strategy and Workplan</u> A draft communications strategy and workplan was to be devised and sent to all committee members for their comment and review before Christmas 2006, from 27 October 2006 (Public minutes, 8.9)	JL	Before Christmas 2006	
2.	<u>Communications Committee Terms of Reference</u> The Secretary to the Committee to incorporate the terms of reference into the Communications Committee Standing Orders, from 27 October 2006 (Public minutes, 9.1)	SB	As soon as possible	
3.	<u>24 May 2006 Communications Committee Minutes</u> The minutes needed to be amended due to a matter of inaccuracy regarding the receipt of a report from a Public Patient Involvement meeting held on the 5 April 2006, from 27 October 2006 (Public minutes, 12.2)	SB	As soon as possible	