

INFORMATION TO MEMBERS & COMMUNICATION SUB-COMMITTEE
13 March 2019 : 1045 - 1215 TP, Lingfield Point

	Item	Led by	Paper details	nbr	Guide Time
1	Welcome & Apologies	DT	Apologies - David Butcher		10:45
	Minutes of the previous sub-committee meeting	DT	To be agreed	2	
2	Forward work-plan topic: Digital Development Strategy	TW JC	Presentation	V	10:50
2a	Notification of next topic (plain English)			9	
3	Review of Actions arising from previous sub-committee meeting on 12/12/18 (by exception)	DT	JC to update progress IM3/121218 - evaluating web-chat trial	3	11:20
4	GMP Rectification (IM4/121218) Update on project comms	SC JC		v	11:25
5	MCR Update on engagement approach and workshops	SC		v	11:30
6	CEM Benchmarking	SC	Comms aspects	v	11:35
7	Review of papers	DT SC	Dashboard Dashboard Overview Quarterly Report Issues log - Key issues Forward look	4 5 6 7	11:40
8	Consideration of the TPSPB Annual Executive Review	KS	For review before circulation to remaining Board members and submission to the April TPSPB for agreement.	8	12:00
9	Agree top 3 issues from the meeting / report to highlight to the next TPSPB	All	Issues that the chair will focus on in his report to the TPSPB		12:05
10	AOB				12:10
Date / location of next meeting		12 June 2019, Lingfield Point			

Sub-Committee members:

DT = David Trace (Chair)
 RB = Roy Blackwell
 DB = David Butcher
 JG = Jerry Glazier
 JH = Julie Huckstep
 DW = Dave Wilkinson

SC = Sue Crane (DfE Senior Contract Manager)
 AA = Anna Alderson (DfE Contract & Risk Manager)
 DH = David Heslop (TP, Client Director)
 JC = Jo Cole (TP, Engagement team)
 TW = Tony Watt (TP, Engagement team)
 KS = Kathryn Symms (Secretariat)