

Communications Committee – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
Matters Arising				
11 th October 2017	5.1	Crisis Communication Scenario – Managing Director to consider an external provider	Managing Director	JOH to complete incident management test by September 2018
11 th October 2017	5.2	Infographic Produce an infographic by the end of AY 17/18	DPFS	Mid-July 2018
11 th October 2017	5.7	Active Campaigner Tracker AK to arrange end-of-year comms about OT/campaigns impact and successes	Head of Student Voice and Communications	Update to next Committee meeting
6 th December 2017		Social Media: Include Social media plans into the SMP	Marketing and Communications Manager	End of AY 17/18
14 th March 2018	8.6	Felix Review Write a year-by –year Felix review plan	Managing Director and incoming Felix Editor	Update to next Committee meeting
24 th April 2018	6.1	SMP - Completion of the SMP - Circulate the survey results to Committee	Marketing Communications Manager	End of AY 17/18
24 th April 2018	6.2	Student survey update the Committee on the outcome of the student survey discussions	Managing Director	Update to next Committee meeting
24 th April 2018	9.3	Data Analysis Submit a timetable for the completion of the data analysis project	Head of Student Voice and Communications and Managing director	Update to next Committee meeting

24 th April 2018	10.2	Impact report Completion of the Impact report	Managing Director	End of AY 17/18
24 th April 2018		Autumn elections 2018/19 Transfer of the responsibility of timetable for improved communications for Autumn elections	Managing Director	Email update by the end of AY 17/18
28 th June 2018	5.10	Internal communications working group	HoSVC	Update to next Committee meeting
28 th June 2018	7.3	External comms on wellbeing representation Discuss responsibility and oversight of external comms	Managing Director and Deputy president Education	Update to next Committee meeting
28 th June 2018	8.5	Defamation code of practice update	Felix Editor	End of AY 17/18
28 th June 2018	8.10	Write a list of useful contacts for the new Felix editor	Felix Editor	End of AY 17/18