

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 – - To inform committee of the deadline for the completion of the 17/18 infographic - Put a plan for infographic production with the finance team	DPFS	Update to 28 th June 2018 Committee
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 28 th June 2018 Committee
6 th December 2017		Social Media: Include Social media plans into the SMP	Head of Student Voice and Communications	Update to 28 th June 2018 Committee
14 th March 2018	8.6	Felix Review All to send feedback to FF regarding Felix policy by 15 th May 2018 Complete formal induction by the end of the academic year.	Fred Fyles	Felix review to be complete by 28 th June 2018.
24 th April 2018	6.1	SMP - Committee to approve the strategic marketing plan	Head of Student Voice and Communications	28 th June 2018 Committee

		<ul style="list-style-type: none"> - Strategic marketing and Communications plan should address the issue of Constituent Union brand and Communications and sub brands 		
24 th April 2018	6.2	Student survey update the Committee on the outcome of the student survey results	Managing director	Update to 28 th June 2018 Committee
24 th April 2018	8.2	Felix Policy <ul style="list-style-type: none"> - All to send feedback to FF regarding Felix policy by 15th May 2018 - Circulate document on actions to be taken in instances of dispute in <i>Felix</i> 	<ul style="list-style-type: none"> - All Committee members - Head of Student Voice and Communications 	15 th May 2018
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	Four weeks (24 th May 2018 Committee)
24 th April 2018	10.2	Impact report Look into the reasons for the lack of completion of the impact report	Managing director	Update to 28 th June 2018 Committee
24 th April 2018	11.4	Post graduate engagement Submit a paper to board on postgraduate engagement	President and Deputy President (Education)	Update to 28 th June 2018 Committee
24 th April 2018		Autumn elections 2018/19 Submit a timetable for improved communications for Autumn elections by next meeting	Head of Student Voice and Communications	Update to 28 th June 2018 Committee
24 th April 2018	11	PG engagement plan Committee to decide on a date for delivery of the Post graduate engagement plan	All Committee members	By 28 th June 2018 Committee

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