

Actions from meeting 3 of the Communications Group held on 12th June, 2008

Actions:

1. Continue to update and distribute a City-wide **events calendar**: Electronic version to be sent to all members by Tim Coleman, with updates of this and members list/terms of reference to be posted on the Coventry Partnership website.
2. The **publication list** will be a standing item at each meeting to ensure it is up-to-date and relevant (Tim Coleman)
3. Items for future agenda:
 - i. Simon Dudman from the PCT to discuss consultation and engagement issues leading to wider group discussion on the subject
 - ii. Helen Shankster to attend group to give overview about the annual household survey in Coventry and how the information can be disseminated to be used by partner organisations.
 - iii. A standing item on Coventry Partnership activities
 - iv. A standing item on an update of important activities from the city council in recognition of its major role in the city
 - v. A round the table discussion of partner activities at the end of each meeting
4. Date of next meeting: **Tuesday, 16th September 2008 at 2pm.**
Venue: Whitefriars Housing, Conference Room 1, 9 Little Park Street, Coventry, CV1 2UR

Attendance:

Trevor Seeley (Chair):	University of Warwick
Annabel Wrangles	Community empowerment Network (CEN)
Claire Hobson	West Midlands Police
Darren Wood	Whitefriars Housing Group
Debbie Whittingham	West Midlands Fire Service
Gerard Kelly	City College
Linsey Hunter	Federation of Small Businesses
Mick McLaughlin	CV One
Sally Glarvey	Chamber of Commerce
Johanne Thomas	NDC
Hayley Street	University of Warwick
Kate Westlake	LEGI
Sandra Ciuffini	Henley College