

Communications Advisory Group
Actions from Meeting 3rd February

Attendees

Anne Howell-Jones – Chair

Caroline Underwood

Dave Duncan

Ramune Mimiene

Jess Thomson

Actions

- The website update for the Silver Street Development will be based upon JT report to council for LSPAG which may be updated following BPC meeting. **RM/AHJ to agree after meeting.**
- Position re public meeting needs to be clarified. The AG believes that an early public meeting is the best option. **AHJ to email JT and PC for current thoughts.**
- We need to remind all councillors to update their current E Mail footers. **JT**
- Cyber Security Policy Checklist to be reviewed and completed. **RM/DD**
- Complete Cyber Security training. **DD to do training and recommend if others should do the training.**
- Media Comms Policy to be considered at next meeting. **All to review in advance.**
- Freedom of Information Policy to be reviewed at next meeting. **RM to check there has been no update from NALC.**
- Complete GDPR Training. **RM/AHJ**
- Shared Storage to be added to the next agenda. **AHJ**
- Forward any Roundabout candidates to Fiona and Ian Carter. **RM**
- Next Meeting 27th February at 9am