

# Agenda

## Policy and Information Monthly Team Meeting

Tuesday 26 May 2026, 14:00-15:30



Chair: CMS

Minute: SS (Teams recording)

| Item No.              | Topic   | Action     | VC No. | Owner(s)    | Est. Timings |
|-----------------------|---|------------|--------|-------------|--------------|
| 1                     | Minutes from March 2026 Meeting   | Approval   | 246695 | All         | 5mins        |
| <b>Standing Items</b> |   |            |        |             |              |
| 2                     | P&I Work Plan (Discussion of new plan)  | Discussion | 249584 | All         | 20mins       |
| 3                     | Interventions Team update   | Discussion |        | Elaine      | 10 mins      |
| 4                     | Communication Planning (Newsletter, upcoming campaigns/press releases etc)<br>- Discussion re. communication principles | Discussion |        | Paul        | 15 mins      |
| 5                     | Analytics Dashboard   |            | 246700 | Paul/Bethan | 10 mins      |
| 6                     | Network Group Feedback - Summary  | Discussion | N/A    | All         | 5mins        |
| 7                     | Publication Schemes/New Bodies  | Noting     | 176625 | Claire      | 5mins        |
| <b>AOB</b>            |   |            |        |             |              |
|                       | Induction for new start   |            |        | Claire      | 5 mins       |
|                       | Organisational updates (core hours/annual appraisals etc)   |            |        | Claire      | 5 mins       |
|                       |   |            |        |             |              |