

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

17th January 2012

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Karen Wardman

Glyn Jones

Rita Holdsworth

Kay Kirk

Paul Morton

Dave Dutton (Host)

Jan Riches (Host)

Apologies:

John Burke, Joyce Parrott, Debbie Osborne, Ron Hughes and Dunlop Griffith.

The following is purely to give the essence of the meeting.

Opening:

Sheila Barnes (Chair) opened the meeting by welcoming all. Sheila stated the code of conduct and asked if there were any declaration of interests – none were made. Apologies were given for members unable to attend.

- **Item 4 – Minutes from meeting 13th December 2011.** All agreed the notes were a true reflection of the meeting with no amendments.

Action Points from meeting 13th December 2011

Matters arising from meeting 18th October 2011 – Equality Delivery System.

The Host informed the group Sarah Atkins Whately (Assistant Director of Governance and Equality – NHS Doncaster) had agreed to attend the next Executive Board Meeting. The Host issued a copy of '*Equality Delivery System – briefing to Doncaster LINK*' that Sarah had submitted to the Host. The group agreed to postpone the visit until the Executive Board had studied the report for discussion at the next meeting.

Action: Host to inform Sarah the meeting had been cancelled until further notice.

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Action: Executive Board to discuss at the next meeting.

Item 5 – New issues to be discussed and prioritised. Sheila Barnes informed the group that an issue had been raised around transport provided for hospital appointments. The son of an 86 year old lady was not allowed to travel/accompany his mother in the provided transport to a hospital appointment at Doncaster Royal Infirmary (DRI). He was told he would have to make his own way there. As the gentleman did not drive he had to use public transport. This resulted in his mother arriving long before he did. Upon reaching the hospital his mother was made to walk from the vehicle to the clinic when she should have had access to a wheel chair. The group agreed for a letter to be sent to the DRI asking what procedures were currently in place with regards to providing transport (when deemed appropriate) for patients attending hospital appointments. John Burke suggested a copy of the letter be sent to PALS (Patient and Liaison Service).

Action: Sheila Barnes to draft a letter and the Host to send. Host to feedback the response at the next Executive Board.

- **Item 5 – New Issues/Concerns re current work groups.** Rita Holdsworth stated she had been informed by a GP and other members of the public that problems were occurring at Doncaster Royal Infirmary whereby people who were dying were admitted to the Medical Assessment Unit and not provided with 'dignity in death'. Sheila Barnes stated her recent experiences with the Medical Assessment Unit also highlighted there were issues/concerns. The group agreed to complete an Enter and View to assess the Unit. The Host advised the group that Enter and View was not, at this point in time, the correct way forward, however, Sheila Barnes stated this was what the group wanted and had agreed upon.

Action: Sheila and Rita to provide a written report of the information they have received and issue to the Host to be logged as a highlighted issue/concern.

Action: The Host to inform all LINK members who had received training in Enter and View that a meeting would take place at 10am on 30th January 2012 at the Doncaster Business Innovation Centre at the same time asking for notes of interest to be involved.

- **Item 6 – Comments/Issues/Concerns re current work groups.**

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Podiatry/Chiropody in Thorne/Moorends. Paul Morton stated a final meeting would be taking place on 31st January 2012.

GP Access Sub Group. Sheila informed the group that she would be drafting a final letter to all GPs which would – for the present time – bring the group to a close.

ICE Group

Kay Kirk stated the ICE Group wanted to extend the contract with local radio station SINE FM (until 31st March 2012) at a cost of £245 to which all present members agreed.

Action: Host to extend contract with SINE FM.

Medication Sub Group

Rita Holdsworth updated the group as to where the Medication group was at the present time (notes from meeting held 9th January 2012 available from www.doncasterlink.co.uk or upon request).

- **Item 7 – Health and Wellbeing / HealthWatch Updates.** Sheila informed the group that the Health and Wellbeing Board meeting scheduled to take place in January 2012 had been cancelled therefore there was nothing further to report.

Action: Sheila Barnes to submit a report of the Health and Wellbeing Board's last meeting to the Host.

Sheila informed the group that on 3rd January 2012 the Department of Health had issued a statement stating all LINKs would be extended until 31st March 2013 to enable sufficient time for Local HealthWatch to be established. Sheila also said that at a Doncaster Local HealthWatch Steering Group meeting that took place last week, John Leask (LINK Contract Manager, DMBC) informed the group that the Carers Federation (LINK Host Team) and another organisation (Shaw Trust) had been successful in their bid for the LINK contract resulting in interviews taking place in February 2012 with the successful organisation being informed soon after. The group stated they were hoping for continuity with the Carers Federation retaining the contract, and that they did not wish another organisation to win the contract as they were, and have always been, very happy with the service provided by the Host team and expressed grave concerns around changes to service provision and any resulting upheaval such a change would have.

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

The Host thanked the group for their comments adding that, in the interests of providing continuity and a seamless support service, they too were hopeful that the Carers Federation would retain the contract.

- **Item 8 – Host Update.** None.
- **Item 9 – Any Other Business.**

Training

The Host informed the group that the training programme was near to completion.

Action: Host to offer training to all members in the next mail shot.

2012 Executive Board Election

The Host informed the group that the following Executive Board members' 3 year term would come to an end after 31st March 2012:

Rita Holdsworth - Individual
Sheila Barnes - Individual
John Burke - Individual
Debbie Osborne – Organisation

The group agreed an election would need to be undertaken.

Action: Host to request notes of interest from LINK members for the 4 Executive Board vacancies for organisational representation and the 3 Executive Board vacancies for individual representation. Host to provide sample election documents for discussion at the next meeting.

Request for LINK Representation on Doncaster Clinical Commissioning Group (DCCG) Patient and Public Involvement Sub Group.

The Host informed the group the DCCG had requested representation on their Patient and Public Involvement (PPI) Sub Group that was being formed. The group agreed members of the Executive Board and ICE Group should be invited to become the LINK representative on the group. It was agreed that the group would use the Member Role Description/Application Form that was amended by Sheila Barnes and used in the selection process for LINK representation on the Doncaster Local HealthWatch Community Involvement & Engagement Sub Group as a template and amend accordingly. All agreed to include contribution of members to LINK meetings/activities to date on the application form.

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

The Host stated a fair and transparent selection process would need to be agreed upon.

Action: Host to update application form and issue at next Executive Board meeting for discussion/amendment.

Action: Executive Board to agree a fair and transparent selection process at the next meeting.

The Host informed the group they needed to be aware that sub groups would be required to prepare the 2011/2012 Annual Report and to plan the LINK's Annual General Meeting.

Action: It was agreed the Host would request notes of interest from LINK members wanting to be actively involved in the preparations for the Annual General Meeting in the next mail shot.

- **Item 10 – Date of next Executive Board meeting.** Tuesday 21st February 2012, from 10am at DBIC.
- **Item 11 – Close.** The meeting closed at 12:30pm.

Minutes prepared and submitted by:

Jan Riches (Senior Administrator – Doncaster LINK Host).

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