

DONCASTER LINK – HEALTHWATCH DEVELOPMENT GROUP

MEETING SUMMARY

Date:
30 August 2011

Time:
10am

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, Rita Holdsworth, Dot Head, Paul Morton, Debbie Osborne, Richard Brocklehurst (Host), Jan Higgins (Host) and Dave Dutton (Host)

Apologies:
John Burke, Kay Kirk and Joyce Parrott

None Attendees:
Dunlop Griffith

The HealthWatch Development group has been formed to enable Doncaster LINK to be kept up-to-date with any changes to the NHS that have a direct impact on the residents of Doncaster and be actively involved in the development of HealthWatch, working in partnership with Doncaster Metropolitan Borough Council.

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

Opening:

The Host opened the meeting by welcoming all, stating the code of conduct and asking if there were any conflict of interests – none were given.

- **Item 7 – Agree Chairperson.** This item was moved ahead of item 4. The Host requested notes of interest from members of the group to become the Chair and Vice Chair. Sheila Barnes registered her interest in being the Chair and Rita Holdsworth stated she would like to be Vice Chair. As no other notes of interest were made all agreed to Sheila Barnes becoming Chair and Rita Holdsworth becoming Vice Chair.
- **Item 4 – Purpose of meeting outlined.** Sheila Barnes stated that today was an informal get together prior to the first official meeting taking place which would include representation from Doncaster Metropolitan Borough Council (John Leask and Theo Jarrett - to be confirmed).

Richard Brocklehurst (Host Community Engagement Worker) stated he wanted to make the group aware that he believes discussions could lead to a conflict of interest from the Host's point of view by their involvement. Sheila Barnes responded by saying the LINK is aware of the position of the Host and

DONCASTER LINK – HEALTHWATCH DEVELOPMENT GROUP MEETING SUMMARY

the LINK at all times. It was agreed before meetings commenced (when deemed necessary) the Host would state if they believed there could be a possible conflict of interest.

The Host issued a file to each member containing group member's contact details, a report containing current information relevant to HealthWatch, a copy of the '*Doncaster LINK Pathfinder Status Proposal*' and a copy report of '*A Guide for LINKs*' from the Department of Health.

- **Item 5 – Purpose of group.** The group discussed the purpose of the working group and all agreed to develop the priorities outlined in the '*Doncaster LINK Pathfinder Status Proposal*' working in partnership with Doncaster Metropolitan Borough Council's designated members. The Host informed the group that the Department of Health was in the process of conducting a consultation with a suggested funding of £159,904 for HealthWatch (not including ICAS) and an additional funding of £88,740 allocated to include ICAS. The decision will be made by 24th October 2011.
- **Item 6 – Agree Terms of Reference.** The group were in agreement that a timescale needed to be put in place up to 31st March 2011 and from 1st April to 1st October 2011 (no funding agreed to date). The following was agreed:

End of December 2011	Proposed HealthWatch models
End of January 2012	Decide preferred model for implementation
End of February 2012	Finalise model details/specifications
End of March 2012	Chosen model in place
From 1 st April to 30 th September 2012	Pilot chosen model

Action: Host to prepare a draft copy of the working group's Terms of Reference and send copies to all HealthWatch Development sub group members by Friday 2nd September 2011. A deadline for comments/thoughts of individual members to be returned to the Host by no later than Friday 9th September 2011. Host to issue prepared draft copy of the Terms of Reference for discussion/agreement at the next meeting.

- **Item 8 – Confirm date of next meeting with Local Authority.** The group agreed to the next meeting being held on Thursday 22nd September 2011 from 11am to 1pm subject to the availability of representation from the DMBC. The group agreed to hold all future meetings every 3 weeks.

DONCASTER LINK – HEALTHWATCH DEVELOPMENT GROUP **MEETING SUMMARY**

Action: Host to liaise with DMBC to confirm availability for 22nd September 2011 and secure a venue with Doncaster CVS or alternatively the Doncaster Trades. Host to inform all members when finalised.

- **Item 9 – Any Other Business**

Shadow Health and Wellbeing Board

Sheila Barnes stated she would be attending the next Shadow Health and Wellbeing Board meeting on Thursday 1st September 2011.

Action: Sheila to submit a summary report of the meeting to the Host who will issue a copy to the rest of the working group.

- **Item 10 – Close.** The meeting closed at 11am.

Minutes prepared and submitted by:

Jan Higgins (Senior Administrator – Doncaster LINK Host)

The Doncaster LINK
Doncaster Business Innovation Centre
Unit 20 Ten Pound Walk
Doncaster
DN4 5HX

Tel: 01302 554970
Mobile: 07739 200187
Fax: 01302 554996
Email: doncaster.admin@carersfederation.co.uk
Website: www.doncasterlink.co.uk