

DONCASTER LINK – HEALTHWATCH DEVELOPMENT GROUP

MEETING SUMMARY

Date:
11 October 2011

Time:
2pm

Venue:
DBIC (Host's Office)

Attendees:

Sheila Barnes, Rita Holdsworth, Debbie Osborne, Kay Kirk, John Burke, Jan Higgins (Host) and Dave Dutton (Host).

Apologies:

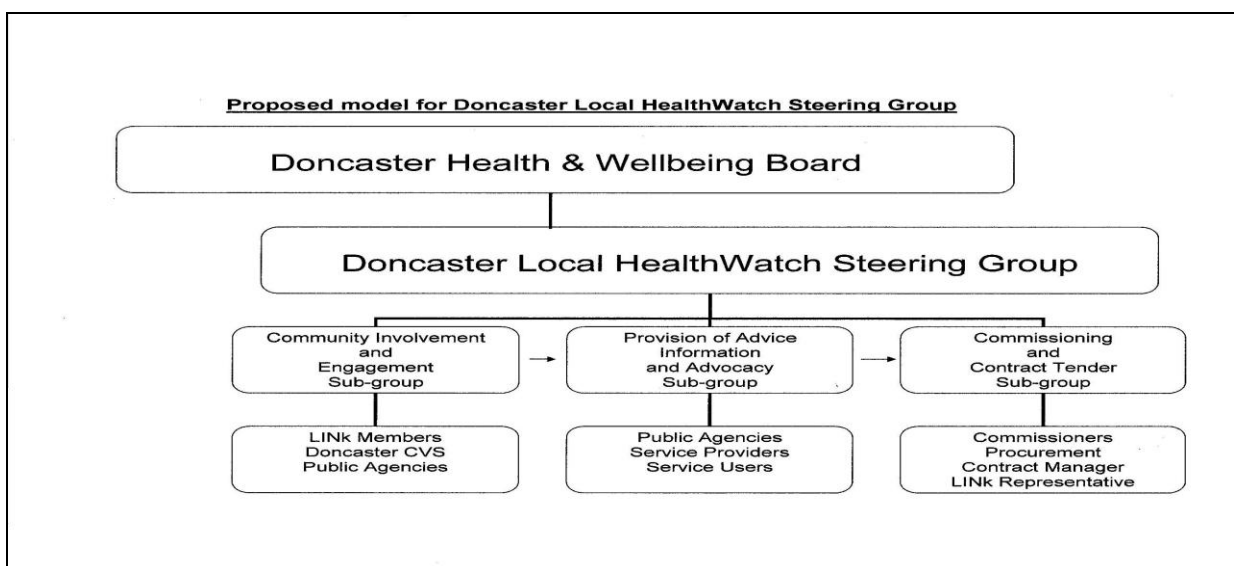
Dot Head, Joyce Parrott, Paul Morton, and Dunlop Griffith.

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

Opening:

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

- **Item 4 – Notes of 22/09/11 Doncaster LINK HealthWatch Development Meeting.** Notes accepted with no matters arising.
- **Item 5 – Summary of 03/10/11 Doncaster Local HealthWatch Steering Group Meeting.** Sheila issued a copy of the meeting notes to all and informed the group that during the Doncaster Local HealthWatch Steering Group meeting attendees were informed that the new steering group would form 3 sub-groups. It was agreed that Doncaster LINK would take the lead on the Community Involvement and Engagement Sub-group which would include representation from not only Doncaster LINK but Doncaster CVS and other public agencies (as yet to be agreed). The Host issued a copy of the proposed model for the Doncaster Local HealthWatch Steering Group. Please see below:



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At the meeting it was agreed one of the first pieces of work for the group to carry out would be a contact mapping exercise.

Action: Host to contact Karen Wardman from Doncaster CVS and invite to a meeting with Dave Dutton (LINK Team Leader) and Sheila Barnes (Doncaster LINK Executive Board Chair) to discuss a way forward.

John Burke wanted to know who will decide which organisations are invited to be on the new sub-group and what process of selection will be used. The Host stated the Doncaster LINK Local HealthWatch Steering Group had not, as yet, reached a decision but the LINK representative on the Steering Group would report back to Doncaster LINK all information as and when. The Host added that the new sub-group would be fluid bringing to the group different levels of expertise during the course of its existence.

- **Item 6. – (i) Future of Doncaster LINK HealthWatch Development Group.** In view of the LINK leading and having representation on the Community Involvement and Engagement Sub-group (1 of the 3 strands feeding into the Doncaster Local HealthWatch Steering Group) it was agreed today's meeting would be the last Doncaster LINK HealthWatch Development Group meeting to take place.

(ii) New HealthWatch Operational and Reporting Structure. The Host informed the group that Doncaster LINK representatives on the Community Involvement and Engagement Steering Sub-group (as yet to be agreed) will report back to the Executive Board and ICE Group members.

- **Item 7 – Next Steps.** None.
- **Item 8 – Any Other Business.** None.
- **Item 9 – Close.** The meeting closed at 3:05pm.

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 5QA

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