

**DONCASTER LOCAL HEALTHWATCH**  
**COMMUNITY INVOLVEMENT & ENGAGEMENT SUB GROUP**  
**MEETING SUMMARY**

**Date:**

19<sup>th</sup> January 2012

**Time:**

9.30am

**Venue:**

Gresley House

**Attendees:**

Sheila Barnes – Chair (Doncaster LINK)

Martin Walker (DMBC)

Wayne Goddard (NHS Doncaster)

Tom McKnight (CVS)

Annis Green (PALS)

Gwen Campbell (Doncaster LINK)

Jan Riches (Doncaster LINK Host)

**Apologies:**

Julie Mouncher (RDASH), Heather Keane (DBH) and Debbie Osborne (DPC).

- **Item 1 – Welcome and Introductions.**  
Sheila Barnes welcomed everyone to the meeting and introductions were made by members of the Group.
- **Item 2 – Code of Conduct / Declaration of Interests.** Sheila outlined the code of conduct expected of group members and asked if there were any declarations of interest – none were made.
- **Item 3 – Apologies.** Apologies were given for members unable to attend.
- **Item 4 – Notes of 15/12/2011 Meeting.** The notes of the last meeting were agreed as a correct record with no amendments.

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- **Item 5 – Furthering the Community Involvement & Engagement Role for Doncaster Local HealthWatch: Consultation / Awareness Raising Event 23/02/12.** Sheila Barnes informed the group that Doncaster LINK's Information Communications and Engagement (ICE) Sub Group had planned a number of roadshows with a focus on keeping the residents of Doncaster up-to-date with Local HealthWatch.

The group discussed the details of the consultation/awareness raising event planned for 23<sup>rd</sup> February 2012 and agreed the following:

- ◆ Structure of event
- ◆ Programme of event
- ◆ Flyer (draft copy agreed)
- ◆ Venue layout – cabaret style, 9 tables of 8
- ◆ Catering to be arranged for 80 people with 3 lots of refreshments.
- ◆ Deaf Interpreters x 2

**Action:** **Theo Jarratt** to prepare the flyer for distribution to members of the public with a deadline of Friday 27<sup>th</sup> January 2012, available in other languages and to contain logos of all organisations involved.

**Action:** **Theo Jarratt** to draft an 'event invite' as soon as possible for distribution, available in other languages and to contain logos of all organisations involved.

**Action:** **Theo Jarratt** to invite representation from the following as soon as possible (one rep from each organisation to be allocated one seat on every table):

DBH NHS Foundation Trust  
Doncaster Clinical Commissioning Group (Dr E Kelly)  
Doncaster Metropolitan Borough Council  
NHS Doncaster  
RDaSH  
Doncaster Chamber  
Doncaster Public Health  
Doncaster CVS  
South Yorkshire Police

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**Action:** **Theo Jarratt** to invite Joan Beck to launch the event (with a presentation lasting a couple of minutes prior to the introduction).

**Action:** **Theo Jarratt** to arrange for photographs to be taken during the event and arrange press coverage.

**Action:** **LINK Host** (Jan Riches) to liaise with **Wayne Goddard's Secretary** (Jayne Charles) to finalise venue/event details and provide cover for the registration desk.

**Action:** **LINK Host** to provisionally book 2 deaf interpreters.

**Action:** **LINK Host** to prepare a draft 'programme' for the event and submit to **Theo Jarratt** to edit/prepare the final copy and make available to speakers/facilitators/DLHW CIE Sub Group members as soon as possible with sufficient copies printed for issue on the day.

- **Item 6 – DLHW Steering Group: Draft 'Core Script'**. All agreed to the draft copy.
- **Item 7 – Any Other Business.** None.
- **Item 8 – Date of Next Meeting.** Monday 13<sup>th</sup> February 2012 from 11am at Gresley House (NHS Doncaster).

**Minutes prepared and submitted by:**

Jan Riches (Senior Administrator Doncaster LINK Host)

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