

# **DONCASTER LINK – PODIATRY/CHIROPODY IN THORNE/MOORENDS** **GROUP MEETING SUMMARY**

**Date:**

4 August 2010

**Time:**

11am

**Venue:**

Doncaster Business Innovation Centre

**Attendees:**

Kay Kirk (Chair), Deirdre Coward, Paul Morton, Donna Cibor (Host) and Jan Higgins (Host)

**Apologies:**

None

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

**Opening:**

The Host opened the meeting by welcoming all.

- **Item 3 - Minutes from 21<sup>st</sup> July 2010.** All agreed the notes were correct with no amendments.

**Actions from minutes dated 21<sup>st</sup> July 2010.**

**Item 5 - Question 1:** Ongoing. Information regarding list of centres not as yet received from Andrew Brankin (Clinical Manager of Podiatry Services).

**Item 5 - Question 2:** Ongoing. Awaiting information from Andrew Brankin regarding samples, Information on how leaflets are distributed and numbers of leaflets distributed.

**Item 5 - Question 8:** Ongoing. Information from Andrew Brankin not yet received regarding total number of complaints made in the previous 12 months.

**Item 5 - Question 12:** Ongoing. Awaiting information from Andrew Brankin regarding total number of referrals and treatments in the previous 12 months.

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**Action:** Host to send a reminder to Andrew Brankin for the information specified above.

- **Item 4 DJS Update.** The Host informed the group DJS Survey Ltd had agreed the final cost to conduct the survey would be £2,000 plus VAT. The Host had negotiated a £500 reduction. The survey would be completed within a 3 week time frame upon receipt of all relevant information. The group agreed to using DJS at the new negotiated price.

**Action:** Host to submit all relevant information to DJS Survey.

- **Item 5 Questionnaire contents and structure finalised.** This Host issued a draft questionnaire to all present members. The questionnaire was finalised and all agreed to its content.
- **Item 6 Close of meeting.** The meeting closed at 11.30am.
- **Date of next meeting.** The next meeting will be held on Wednesday 29<sup>th</sup> September 2010 at DBIC from 1pm.

**Minutes prepared and submitted by:**  
Jan Higgins

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