

# DONCASTER LINK – DISCHARGE GROUP – MEETING SUMMARY

**Date:** 12<sup>th</sup> January 2010

**Time:** 1.30pm

**Venue:** Doncaster Business Innovation Centre

**Attendees:** Kay Kirk, Dorothy Head, Marie Lane, Jayne Bell (Host), Donna Cibor (Host) and Jan Higgins (Host)

**Apologies:** Rita Holdsworth, Paul Morton and Margaret Marrison

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

**Opening:** In Rita Holdsworth's absence the Host opened the meeting by welcoming all.

- **Item 3 – Minutes from 26<sup>th</sup> November 2009.** Amendment to Item 4 – Update from Kay Kirk to read Kay Kirk did shadow the Enablement Team at Armthorpe.

**Action:** Host to amend and update the website.

**Action Points from 26<sup>th</sup> November 2009's Notes – Update Dorothy Head.** Dorothy to produce a timeline to be discussed at a future meeting.

- **Item 4 – Report Preparation.** The group discussed preparations for the format of the survey report. The group discussed the option of using an outside source to produce a report on the survey findings at a cost of approximately £1,200. All present agreed to DJS Research completing the report.

**Action:** Host to contact DJS Research to arrange.

- The Host issued a report from Rita Holdsworth containing suggestions for the format of the report. All agreed to using Rita's suggestions with volunteers completing the following for the next meeting:

- Report Introduction Dorothy Head
- Survey Methods Used Dorothy Head

- **Item 5 – Review/Update Action Plan.** Action plan reviewed.

**Action:** The Host to update the action plan.

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- **Item 6 – Any Other Business.** No other business discussed.
- **Item 7 – Next Discharge Procedure Group Meeting:** The next meeting will be held on Thursday 4<sup>th</sup> February 2010 at DBIC from 1.30pm to 2.30pm.
- **Item 8 – Close.** The meeting closed at 2.20pm.

**Minutes submitted by:**

Jan Higgins

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