

DONCASTER LINK – DISCHARGE GROUP – MEETING SUMMARY

Date: 4th February 2010

Time: 1.30pm

Venue: Doncaster Business Innovation Centre

Attendees: Dorothy Head, Paul Morton, Margaret Marrison, Jayne Bell (Host), Donna Cibor and (Host)

Apologies: Rita Holdsworth, Kay Kirk and Marie Lane

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 12th January 2010** – Dorothy produced the timeline as discussed at the last meetin.

Action: Host to circulate the timeline to Rita Holdsworth and Marie Lane. All members to read through the report by the next meeting and come back with feedback on the findings.

- **Item 4 – Report Preparation.** DJS have asked for specific instruction on how the report is to be published, the group discussed it was essential the report had a specific break down for each question.

Action: Host to contact DJS Research to arrange.

- Report introduction was submitted by Dorothy as agreed at the last meeting.

Action: Host to add some additional information added by Dorothy, type up and circulate to all members.

- Comments and observations by professionals were discussed

Action: All members to bring their findings on comments and observations to the next meeting with a view to matching them to the DJS results and publication.

- It was discussed and agreed that all members and the host feel it is essential that the report be completed and submitted by no later than the end of March.

DONCASTER LINK – DISCHARGE GROUP – MEETING SUMMARY

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

Action: The Host to update the action plan. □ **Item 6 – Any Other**

Business. No other business discussed.

- **Item 7 – Next Discharge Procedure Group meeting:** The next meeting will be held on Friday 26th February at DBIC from 1.30pm to 3.30pm.
- **Item 8 – Close.** The meeting closed at 2.20pm.

Notes submitted by: Donna Cibor

The Doncaster LINK
Doncaster Business Innovation Centre
Unit 20 Ten Pound Walk
Doncaster
DN4 5HX
Tel: 01302 554970
Mobile: 07525 237735
Fax: 01302 554996
Email: doncaster.admin@carersfederation.co.uk
Website: www.doncasterlink.co.uk