

DONCASTER LINK – DISCHARGE GROUP – MEETING SUMMARY

Date:

5 October 2010

Time:

2pm

Venue:

DBIC

Attendees:

Paul Morton Rita Holdsworth
Margaret Marrison Donna Cibor

Apologies:

Dorothy Head

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

Opening: The meeting opened with Rita Holdsworth welcoming all and introductions were made.

- **Item 3 – Minutes from 19/05/10.** It was noted the name Andrew Brankin (DRI Head of Pharmacy) on page 2 should have read Andrew Barker (DRI Head of Pharmacy)

- **Action:** Host to amend

- **Item 4 – Discuss Responses from the Report.** It was noted that to date the group had not received any responses regarding the report. Rita Holdsworth then gave a detailed account of her meeting with Peter Reading that had taken place. It was explained that Peter was very welcoming and interested in the findings of the report. Rita will be keeping in regular contact with Peter over the coming months. Rita also explained that Hilary Bond (Director of Nursing) had agreed to attend the next meeting to discuss the recommendations made in the report.

- **Item 5 – Next Course of Action.** The group agreed that a letter be sent to Hilary Bond (Director of Nursing) and Joan Beck (Director of Adult Services) inviting them to attend the next meeting on Friday 5th November 2010. It was agreed to invite Hilary Bond at 2pm and Joan Beck at 3pm.

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Action: Rita Holdsworth to dictate the letters, the Host to send out by 6th November with deadlines of response by 18th October 2010. The Host to inform Dorothy Head and Kay Kirk that the next meeting was to be held on 5th November 2010 at 1.30pm as soon as possible.

- **Item 6 – Review/Update Action Plan.**

Action: Host to update the Action Plan.

- **Item 7 – Any Other Business.** None

- **Item 8 – Next Discharge Procedure Group Meeting:** It was agreed the next meeting would be held on Friday 5th November 2010 from 1.30pm at the Doncaster Business Innovation Centre.

- **Item 9 – Close:** The meeting closed at 3.25pm.

Minutes prepared and submitted by:
Donna Cibor

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