

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

20 October 2009

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Debbie Osborne (Vice Chair)

Glyn Jones

Rita Holdsworth

Paul Morton

Joanne Kelsall

Ninda Randhawa

Penny Flintoff (CHAF)

Jan Higgins (Host)

Jayne Bell (Host)

Apologies:

Kay Kirk, Dennis Shaw, Joyce Parrott, Jackie Lewis and John Burke.

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

Opening:

Debbie Osborne (Vice Chair) opened the meeting by welcoming all. Debbie stated the code of conduct and asked if there were any declaration of interests, none were made. Apologies were given for members unable to attend.

- **Item 5 – Minutes from meeting 15th September 2009.** Minutes accepted without change.

Matters arising from minutes dated 15th September 2009. Any Other Business – Events hosted by NALM.

Action: Joanne Kelsall to produce a report of the event for issue at the next meeting.

- **Item 6 – CHAF Proposal.** A CHAF proposal was issued to all. Penny Flintoff informed the group that the support they were requesting was in the form of resources. Further information was requested by the group and all agreed to discuss in greater detail at the next meeting.

Action: Penny Flintoff to produce the following for the next meeting:

Terms of Reference

Latest Annual Report

List of organisations they work with

- **Item 7 – Finance Update.** The Host gave the group a spreadsheet of the LINK budget to date.

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- **Item 8 – Updates from Working Groups.**

GP Access Group

The group was informed the last stage of the professional survey that was being undertaken would be completed on Friday 23rd October 2009, with the preliminary results being submitted on 28th October 2009.

Hospital Discharge Group

The group was informed a survey was being conducted and that over 300 surveys had been distributed to date.

Community Engagement and Strategy

The group was informed the first Communications and Engagement Strategy group meeting had taken place. Subsequently, some of the budget would be spent in the next quarter on promotional/marketing goods.

- **Item 9 – Any Other Business.** Rita Holdsworth issued a copy of a newspaper article on the performance of pharmacies. She suggested it may need to be looked at by the board.

Action: The Host to put on the next agenda, copy and distribute at the next meeting.

- **Item 10 – Next Executive Board Meeting.** The next meeting is scheduled for 17th November 2009.

Adjournment:

The meeting closed at 11.10am.

Next Executive Board Meeting:

The next meeting will be on 17th November 2009, at the Doncaster Business Innovation Centre, from 10am to 11.30am.

Minutes submitted by:

Jan Higgins

Approved by:

Jayne Bell

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