

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

17 November 2009

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Rita Holdsworth

Joanne Kelsall

Jackie Lewis

Jayne Bell (Host)

Glyn Jones

Paul Morton

Kay Kirk

Jan Higgins (Host)

Richard Brocklehurst (Host)

Apologies:

Dennis Shaw, Joyce Parrott, Ninda Randhawa, Debbie Osborne and John Burke.

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

Opening:

Sheila Barnes (Chair) opened the meeting by welcoming all. Sheila 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 20th October 2009.** Minutes accepted without change.

Matters arising from minutes dated 20th October 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 – Terms of Reference.** The group read through the Terms of Reference and agreed to the final content.

Action: Host to amend and distribute to Executive Board.

- **Item 7 – CHAF Proposal.** Jackie Lewis informed all the CHAF proposal would be made available at the next meeting.
- **Item 8 – Pharmacy Services.** Rita Holdsworth issued a copy of a news article from the Daily Mail stating '70% of care homes are giving wrong medication to patients'. The group discussed the possibility of creating a sub-group to look into the issue.

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Action: Jackie Lewis to write a letter to Annette Laban (NHS Doncaster) and Joan Beck (Head of Adult Services) requesting all information on the subject.

Item 9 – Updates from Working Groups

GP Access Group

The group was informed the findings of the professional survey had been received. A copy would be available upon request.

Hospital Discharge Group

All were informed the survey was still being conducted and that over 400 surveys had been distributed to date.

Community Engagement and Strategy

The group was informed the new name for the group would be Information Communications and Engagement (ICE) Group. All were informed a Coffee Morning had been arranged for 9th December 2009 from 10am to 1pm (buffet available from 12 noon to 1pm) at the Doncaster Trades. The cost of the event would be approximately £350. The event was intended for all existing members to be given an induction and bring them up to date with all LINK activities. New members would be encouraged through passing trade.

- **Item 9 – Any Other Business**

Work Plan

The Host issued a copy of the Work Plan to all stating this would be used by all groups going forward.

Action: The Host to make a couple of amendments and issue to all.

Overview and Scrutiny Representative

The Host stated a new representative was required as John Plant was no longer available. Jackie Lewis put her name forward and Sheila Barnes seconded.

Action: The Host to inform Alison Jordon that Sheila Barnes and Jackie Lewis would be attending the next meeting scheduled for 2nd December 2009 at the Mansion House Doncaster.

Finance

The Host stated a financial forecast up to the end of March 2010 was required by John Leask (DMBC Contract Manager).

Action: The Host and Dennis Shaw (Finance Officer) to meet with all groups and obtain a forecast. A meeting was arranged for 7th December 2009 from 10am at the Doncaster Business Innovation Centre.

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Training

The group discussed when the training programme (put together by Trudy Pankhurst Green) would commence. All agreed the training should start from the beginning of February 2010. It was decided the first 12 applications would be accepted onto each training date.

Action: The Host to send training information out to all members.

Doncaster Carers' Event

Sheila Barnes informed all the Doncaster Carers' Event held at the Doncaster Civic Theatre on 28th October 2009 was a great success and a report of the event could be found on the website and would be in January 2010's newsletter.

'Who Sees What?' Game

The Host asked if one of the group would take the 'Who Sees What?' game and trial it within a group of people.

Action: Jackie Lewis to take and trial and report back the findings.

AGM - Doncaster CVS

Joanne Kelsall informed the group that Doncaster CVS was holding their annual general meeting details would be provided upon request.

SIGNE FM

Joanne Kelsall informed the group that it may be beneficial to the LINK to contact Sign FM to promote the LINK.

Action: Glyn Jones to contact and arrange a meeting.

- **Item 10 – Next Executive Board Meeting.** The next meeting is scheduled for 15th December 2009.

Adjournment:

The meeting closed at 11.55am.

Next Executive Board Meeting:

The next meeting will be on 15th December 2009, at the Doncaster Business Innovation Centre, from 10am to 11.30am.

Minutes submitted by:

Jan Higgins

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