

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

15 December 2009

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Kay Kirk

Jayne Bell (Host)

Glyn Jones

Joyce Parrott

Jan Higgins (Host)

Richard Brocklehurst (Host)

Apologies:

Debbie Osborne, Paul Morton, Ninda Randhawa, John burke, Rita Holdsworth, Joanne Kelsall, Dennis Shaw and Jackie Lewis.

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 17th November 2009.** The following changes were highlighted:
 - a) Misspelling of Labain – change to Laban
 - b) Misspelling of SIGN – change to SINE

Action: Host to amend

Matters arising from minutes dated 17th November 2009. Jackie Lewis was not at the meeting therefore Sheila Barnes agreed to write a letter to Annette Laban (NHS Doncaster) and Joan Beck (Head of Adult Services) requesting information relating to a news article from the Daily Mail stating '70% of care home residents given the wrong prescription'.

ICE Group to contact SINE FM to further promote the LINK.

Who Sees What? game. Sheila to contact Jackie Lewis to obtain the game and trial at an event.

- **Item 6 – Agree Terms of Reference.** All agreed to accept the draft Terms of Reference.

Action: Host to put on the website.

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- **Item 7 – Issues to be discussed.**

Coffee Morning. The group were issued with a report from the coffee morning highlighting 3 issues raised at the event (held on 9th December 2009). 2 of the issues have already been identified by the LINK and the 3rd issue (regarding Ethnic minorities needing outside support) has been passed to the ICE group to make contact with Pratibha Singh (who raised the issue) to discuss in greater detail.

- **Item 8 – Training Update.** The Host informed all that the 2010 training information had been sent to all existing members.

Action: The Host will log responses and remind volunteers prior to the relevant training programme

- **Item 9 – Finance Update.** The Host issued a forecast for the next quarter. The group discussed and agreed the final draft.

Action: The Host to use the agreed forecast when meeting with the Contract Manager in January 2010.

- **Item 10 – Updates from Working Groups.**

GP Access Group. Sheila Barnes gave an update of the progress of the GP Access Group (see notes from meeting held 1st December 2009).

Hospital Discharge Group

Kay Kirk gave an update of the progress of the Hospital Discharge Group (see notes from meeting held 26th November 2009).

Information Communication and Engagement Group

Kay Kirk gave an update of the progress of the ICE Group (see notes from meeting held 30th November 2009).

- **Item 11 – Updates to Workplan.** Updates to workplan agreed.

Action: The Host to update and distribute.

- **Item 12 – Future Executive Board Meetings – Diary dates for 2010.**

- **Item 13 – Any Other Business.**

Meeting Re: Joint Working from Ruth Nutbrown (Head of Safety

and Security Doncaster PCT). Sheila Barnes informed the group she had been contacted by Ruth to request involvement by Doncaster LINK at an inspection on 16th December 2009.

Action: All agreed for Sheila to contact Ruth giving apologies for not being able to attend. Also, to establish what would be involved (in greater detail) if a LINK member was to attend such meetings and whether there could be a possible conflict of interest.

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Age Equality in Health and Social Care Consultation Event. Sheila Barnes informed all the consultation would be taking place in Leeds on 8th February 2010. Joyce Parrott proposed Sheila Barnes to attend.

Action: Sheila agreed and will attend the meeting.

Martin Walker – Programme Manager Modernisation. Martin asked if he could attend the next Executive Board meeting to discuss working in partnership with the Doncaster LINK.

Overview and Scrutiny Panel Meeting. Sheila informed the group that she and Jackie Lewis attended a meeting and will submit a report at the next meeting.

Item 14 – Next Executive Board Meeting.

Adjournment:

The meeting closed at

Next Executive Board Meeting:

The next meeting will be on Tuesday 19th January 2010, at the Doncaster Business Innovation Centre, from 10am to 12 noon.

Minutes submitted by:

Jan Higgins

Executive Board Meetings for 2010

19 th January 2010	DBIC	10am to 12 noon
16 th February 2010	DBIC	10am to 12 noon
16 th March 2010	DBIC	10am to 12 noon
20 th April 2010	DBIC	10am to 12 noon
18 th May 2010	DBIC	10am to 12 noon
15 th June 2010	DBIC	10am to 12 noon
20 th July 2010	DBIC	10am to 12 noon
17 th August 2010	DBIC	10am to 12 noon
21 st September 2010	DBIC	10am to 12 noon
19 th October 2010	DBIC	10am to 12 noon
16 th November 2010	DBIC	10am to 12 noon
14 th December 2010	DBIC	10am to 12 noon

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