

# **DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES**

**Date:**

19<sup>th</sup> January 2010

**Time:**

10am

**Venue:**

Doncaster Business Innovation Centre

**Present:**

Sheila Barnes (Chair)	Martin Walker (DMBC)
Kay Kirk	Debbie Osborne
Paul Morton	Dennis Shaw
Jackie Lewis	Joanne Kelsall
Jayne Bell (Host)	Donna Cibor (Host)

**Apologies:**

Rita Holdsworth, Glyn Jones, Ninda Randhawa, Joyce Parrott, 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 - Matters arising from minutes dated 15<sup>th</sup> December 2009.**

Sheila Barnes explained that following the letter sent to Annette Laban (NHS Doncaster) and Joan Beck (Head of Adult Services) requesting information relating to a news article stating 70% of care home residents had been given the wrong prescription, to date Joan Beck has responded and agreed to keep us informed of any further developments, Annette Laban has yet to respond.

Joint Working Event – cancelled and re arranged for 19<sup>th</sup> March

Training update – reminders sent to all members

**Action:** ICE group to discuss holding a coffee morning over in Bentley to address any community issues. Contact to be made with Neighbourhood Managers/Community Officers to discuss LINK involvement.

- **Item 6 – Martin Walker talk on Joint Learning Disability Strategy.**

Martin discussed DMBCs current plans in relation to Learning Disability Strategy, Martin talked about planned work and key priorities around

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these issues. Shared priorities were discussed with the executive board and joint working is high on the agenda.

- **Item 7 - Issues to be discussed and prioritised**

**Action:** Personnel Budget. To be an agenda item at the March executive board Joanne Kelsall to provide information will be delivering information in relation to the Personnel Budgets.

- **Item 8 - Finance Update.** The members were updated on Q4s, forecast current under spend, is in the region of £11,500. The Host also expressed the need to forecast from the beginning of the financial year.

- **Item 9 - Updates from working groups**

**GP Access Group.** Sheila Barnes (Chair) updated the group that the final report was well under way and should be complete by end of February.

**Hospital Discharge Group.** Kay Kirk gave an update with regard to the Discharge Group, questionnaires have been sent to DJS for analysis, and final report is on schedule for completion early March.

**Information Communication and Engagement Group.** Kay Kirk informed that the ICE group had several coffee mornings and events planned in the coming months.

- **Item 10 - Plans for Re Elections – Plans agreed.**

**Action:** The Host explained that Both Dennis Shaw and Kay Kirks terms were due to expire and plans needed to be finalised in order for re election to take place.

- **Item 11 - Updates to Work plan agreed**

**Action:** Host to update and distribute

- **Item 13 - AOB**

Debbie Osborne will be sending an e mail to the host admin e mail address to circulate with regard to the Carers Poverty Alliance

**Action:** Re-visiting of travel expenses will be added to the February agenda by the Host.

**Action - Insurance Indemnity to be renewed by the host**

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**Action:** **Kay Kirk** - Yorkshire Ambulance Service is holding an event on the 11<sup>th</sup> March – the ICE group will be speaking at the next meeting to discuss who will attend, possibly Kay Kirk and Dorothy Head – to be confirmed at the next ICE group meeting.

- **Item 14 - Next Executive Board Meeting**

**Adjournment:** The meeting closed at 11.54am

**Next Executive Board Meeting:** The next meeting will be held on Tuesday 16<sup>th</sup> February 2010, at the Doncaster Business Innovation Centre, from 10am to 12 noon.

**Minutes Submitted by:** Donna Cibor

### **Executive Board Meetings for 2010**

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

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