

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

16 February 2010

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Paul Morton

Rita Holdsworth

Donna Cibor (Host)

Dennis Shaw

Kay Kirk

Jayne Bell (Host)

Richard Brocklehurst (Host)

Apologies:

John Burke, Glyn Jones, Joyce Parrott, Debbie Osbourne, Joanne Kelsall

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 received were given for members unable to attend.

- **Item 4 – Minutes from meeting dated 19TH January 2010.**

No alterations were made

Matters arising from minutes dated 19th January 2010

ICE group looking to organise a coffee morning in Bentley

Kay Kirk and Sheila Barnes to attend Ambulance conference planning meeting on 22 February 2010. Sheila Barnes to attend conference on 11th March 2010.

- **Item 5 – Issues to be discussed and prioritised.**

Following an event held at Thorne Moor Ends the issue of Chiropody provision in the area was highlighted.

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Action: LINK chair to send letter to NHS Doncaster with regards to Chiropody services in Doncaster with particular regard to groups with specific needs.

It was highlighted that the LINK could look to having representation on Trust Governance Boards.

Rita Holdsworth is working with Doncaster Royal Infirmary on the Patient Public Information Group. Her role is to work with the Trust in producing relevant and accessible literature for the public

Action- Rita to report back to the Board once her training is complete to see if there any issues the LINK could work on.

- **Item 6 – LINK Policy Review –Volunteer Expenses**

The Board reviewed the volunteer expenses policy and it was agreed to amend to travel policy with regards to taxi fares.

Action: Host to revise policy and send out to all members by 1ST March

- **Item 7 – LINK AGM**

It was agreed the ICE group would take this forward at their next meeting.

- **Item 8 – Elections Update**

The Host informed the Board there had been 5 nominations for the two vacancies. The Ballot papers to all members would be sent out from 22nd February with the votes counted in the presence of the nominees on Tuesday 16th March

- **Item 9- Working Groups**

Annual Report Group

This group will produce the Annual Report and will consist of all the leads of the sub groups plus Paul Morton.

Action: Host to pull together meeting for late March 10 and suggest at next board meeting.

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Annual Health Check Group- The Annual Health Check this year has been split into two areas one for Health Care and one for Social Care. The report this year is more informal and the Health one had already been completed.

Action: It was agreed Sheila and the Host would meet with Sharon Kelly the Care Quality Assessor for Doncaster on 9th March to finalise the reports.

Work Plan Group- It was agreed to form a work plan group for 2010/11. This group would look to prioritise new issues and potentially form new working groups. Membership would be Rita, Kay, Sheila and Paul. Any subsequent working groups would also be invited to send a representative. Meeting date to be confirmed at next board meeting by Host.

Finance Group- The LINK will require a finance group to be set up for 2010/11 to forecast and monitor the expenditure of the LINK.

Action: Working group to be formed at next Executive Board meeting.

- **Item 10- Update from Working Groups**

GP Access Group- The group are looking to finalise their report for publication early March. The service providers will be provided with a copy for their response prior to the report going public.

Discharge Group- The group are looking to produce their report and recommendations by the end of March. The initial report from the questionnaires was now available for the group to comment upon.

Information and Communication Engagement Group- Kay Kirk informed the Board of the activities the group had carried out reports of which would be made available on the LINK website. The coffee morning's events are rolling out and the members were attending other events. The group were commended for their excellent achievements.

Action: Host to place reports on website.

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- **Item 12- AOB**

The LINK has been approached by the Doncaster Disability Cluster to help sponsor the Doncaster Disability Awareness Day in July 2010. The Board agreed to support the event for £2000. This will be the 3rd event of its kind with the previous two having been very successful with the attendance being around 300.

Action: Host to inform the Cluster of the LINK support. The LINK will require from the cluster that the event allows it to meet its own aims and objectives as well as the clusters.

Paul Morton raised a concern around the Choose and Book system which was mirrored by other members.

Action: Issue to be raised as a potential work plan item for 2010/11

Dennis Shaw will attend the Human Rights meeting on 5th March.

Action: Host to confirm with Dennis time and venue

Julie Butler from Doncaster NHS has approached the LINK to discuss the NHS choice strategy

Action: Host to forward e mail in relation to above to all members and invite Julie to present at a future Board meeting.

The LINK has been approached for representation on the Doncaster NHS Pharmacy Needs Assessment Group.

Action: Host to inform NHS Doncaster that Kay Kirk and Rita Holdsworth will attend.

Sheila Barnes had attended a consultation on Age Equality in relation to Health and Social Care.

Sheila Barnes had been on a site visit in relation to the provision of Adult Services provided by Doncaster Metropolitan Borough Council.

Item 13 – Next Executive Board Meeting. The next meeting was scheduled for Tuesday 16th March 2010 at 10am.

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Adjournment:

The meeting closed 11.45am.

Minutes submitted by:

Richard Brocklehurst

Approved by:

Donna Cibor

Executive Board Meetings for 2010

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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