

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

20 April 2010

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Debbie Osborne (Vice Chair)

Jackie Lewis

Joanne Kelsall

Kay Kirk

John Burke

John Leask (DMBC Contract Manager)

Donna Cibor (Host)

Jayne Bell (Host)

Jan Higgins (Host)

Apologies:

Sheila Barnes, Rita Holdsworth, Paul Morton, John Plant, Joyce Parrott and Ninda Randhawa

Non Attendees:

Glyn Jones

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 received were given for those members unable to attend.

- **Item 4 – Minutes from meeting dated 16th March 2010.** All agreed the notes were correct with no amendments.

Actions from minutes dated 16th March 2010

NHS Doncaster Choice Strategy – Julie Butler. Ongoing.

Yorkshire Ambulance Service Conference. Sheila Barnes (Chair) submitted a report to the Host who issued a copy to all Executive Board members.

Letter to Annette Laban CEO of Doncaster PCT. Sheila drafted a copy letter for the Host to send to Annette. A response had been received.

Action: Sheila to present at the next meeting.

Patient Public Information Group – Rita Holdsworth's involvement – ongoing.

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Expenses Policy. Updated, members informed and put on the website.

NHS Pharmacy Needs Assessment Group. The Host had received a copy of the report from Rita Holdsworth.

Action: Host to issue a copy to all Executive Board members.

Enter and View at DRI Ambulance Station. In the absence of Sheila Barnes it was agreed to defer until the next meeting.

Any Other Business – SINE FM. The group was informed the advert had commenced Monday 19th April 2010 and suggested members listen to the advert in the Host's office after the meeting.

LINK representation on the Doncaster Delivering Race Equality Steering Group. Ninda Randhawa attended the meeting awaiting feedback.

Action: Ninda Randhawa to feedback at the next meeting.

- **Item 5 – John Leask: Discussion Re: The Host 360° Evaluation.** John informed the group that of the 360° Evaluation forms sent out last year approximately three quarters had been returned. Subsequently, it was agreed a larger number of forms would be sent out this year to better gauge the performance of the Host. A new section was added at the start of the 360° Appraisal form to identify if the respondent was an Executive Board/Sub-Group Member, Statutory Organisation, Local Organisation or a Wider LINK Member. This enabled John to evaluate the responses to see if there was any difference between the four areas. John stated there had been a good response and the results highlighted the Host was performing in an effective and positive way.

A Communication

John stated that overall the report showed very satisfactory levels of communication by the Host. It also identified the need to build stronger links with statutory organisations. John added the Host had accurately appraised their contribution to the LINK.

B Teamwork

The results showed a good level of satisfaction indicating the LINK had a strong Host team.

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C Productivity

The results identified the Host was providing a good level of support to the LINK enabling the LINK's satisfactory development and was completing the role (which had primarily become a high percentage of administration) to a very high standard.

John suggested it would be beneficial to encourage applicants to complete written comments as it added strength to the findings.

John reiterated the Host team had excellent staff providing a high level of support to the LINK and he was very pleased with the findings which highlighted the effectiveness of the Host Team 360° Stakeholder Feedback procedure that had been deployed.

John concluded his comments by thanking the LINK for inviting his comments and suggestions on the GP Access and Hospital Discharge and After Care Survey Reports of which some of his suggestions were used.

- **Item 6 – Issues to be discussed and prioritised.** Not discussed.

Action: Put on the agenda for the next meeting.

- **Item 7 – DRI Ambulance Issues: Potential E + V.** Not discussed.

Action: Put on the agenda for the next meeting.

- **Item 8 – AGM Update.** Kay Kirk (ICE Group Chair) updated the group on the AGM stating a sub-group had been formed and their first meeting was scheduled for 5th May 2010.

- **Item 9 – Updates from Working Groups.** Updates were given on the following:

GP Access

The Host informed the group the report was complete and had been issued to the relevant bodies and would be available on the website this week.

Hospital Discharge

The Host informed all the report was in its final stages and would hopefully be issued after the next meeting scheduled for 21st April 2010.

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ICE Group

The Host issued a copy of the ICE Group Expenditure 2010/2011 to all present. Kay Kirk/Host updated the group on the following:

Event/Item:	Budget £	Agreed Yes/No
Advertising at Robin Hood Airport	£ 6,638.75	Yes
Advertising with SINE FM	£ 2,000.00	Yes
Coffee Mornings (12 events at £200)	£ 2,400.00	Yes
Annual General Meeting	£ 1,000.00	Yes
Disability Cluster	£ 2,000.00	Yes
LINK – October 2010 promotional event	£ 5,000.00	Yes
Promotional merchandise/literature	£ 3,000.00	Yes
Women’s Centre Event – deferred back to ICE Group	£ 600.00	No
ICE Group (to promote new membership)	£ 500.00	Yes
TOTAL	£23,138.75	

Annual Report Group

Kay informed all a sub-group had been formed and the first meeting had taken place on 30th March 2010.

Summer Activities

The group was informed all summer activities that the ICE group decided to take part in would only take place if at least two volunteers agreed to attend.

Chamber of Commerce

The Host informed the group that information to enable the LINK to join the Chamber of Commerce had been received with a membership cost of £274.36 per annum. Joining would give access to promote the LINK to approximately 1,200 businesses in the Doncaster area with volunteers required to attend a monthly 2 hour meeting. All present agreed for the LINK to become a member.

Action: Host to apply for membership.

New Sub-Groups

SINE FM. Members were informed that there would be monthly guest slots on SINE FM.

Action: The Host to contact all volunteers inviting active involvement on the new sub-group.

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Finance Group. All were informed Sheila Barnes and John Plant had formed a finance group for the LINK a meeting was scheduled for 4th May 2010.

Action: The Host to feedback at the next Executive Board Meeting.

Dentistry in Highfields. Kay stated that the ICE group had identified concerns with dentistry in the Highfields area. All attending the meeting agreed to the new sub-group being formed.

Action: The Host to contact all volunteers inviting active involvement on the new sub-group.

Autistic Awareness. The Host informed all present that concerns relating to members of the public suffering with autism were experiencing difficulties in accessing health and social care services had been identified. Executive members agreed to the forming of a new sub-group being formed.

Action: The Host to contact all volunteers inviting active involvement on the new sub-group.

Assessment of Residential Care Homes. The Host informed all the LINK had been approached by the DMBC to become part of a new process that is being formed to assess care homes in the Doncaster area. All present agreed to the LINK being actively involved but remaining totally independent.

Action: Host to obtain all relevant information prior to requesting volunteers to become part of the sub-group.

- **Item 10 – Updates to Work Plan.** Not discussed.
- **Item 11 – AOB**

Pharmacy Needs Assessment (PNA) Stakeholder Steering Group. Rita Holdsworth attended a meeting on 18th April.

Action: The Host to issue a copy of the report from Rita Holdsworth to all.

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Deaf Centre. The group was informed a provisional booking had been given by Diane Taylor (Community Development Worker for the Deaf) for 10th June 2010.

Action: The Host to give details when details had been finalised agreed.

Disability Awareness Event. John Burke informed the group a date had been scheduled for the event to take place – 26th September 2010.

DIAL Directory. John Burke stated there was a new DIAL directory available.

Action: John Burke to send 2 copies to the Host.

- **Item 12 – Next Executive Board Meeting.** The next meeting is scheduled for Tuesday 18th May 2010 from 10am to 12 noon.
- **Item 13 – Close.** The meeting closed at 12 noon.

Minutes submitted by:

Jan Higgins

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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