

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

18 May 2010

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

John Burke

Jackie Lewis

Rita Holdsworth

John Plant

Donna Cibor (Host)

Jan Higgins (Host)

Kay Kirk

Paul Morton

Joyce Parrott

Ninda Randhawa

Jayne Bell (Host)

Richard Brocklehurst (Host)

Apologies:

Sheila Barnes, Debbie Osborne and Glyn Jones

Non Attendees:

Debbie Osborne (Vice Chair)

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

Opening:

The Host informed the group there was an addition to the agenda. Andrew Brankin - Head of Podiatry Doncaster Community Health Care was attending the meeting at 11am to discuss Chiropody in the Doncaster area.

In the absence of Sheila Barnes (Chair) and Debbie Osborne (Vice Chair) John Burke agreed to chair the meeting. John opened the meeting by welcoming all, 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 20 April 2010.** The following errors were noted.

Joyce Parrott stated she had given apologies for not attending the meeting Rita Holdsworth stated she is not the LINK representative of the NHS Pharmacy Needs Assessment.

Action: Host to amend Meeting Notes.

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Actions from minutes dated 20th April 2010

DRI Ambulance Issues (potential enter and view). In the absence of Sheila Barnes (Chair) the group agreed to defer until the next meeting. Jackie Lewis suggested, and all agreed, in the event of members being unable to attend meetings information be given in advance to enable agenda items to be progressed.

NHS Pharmacy Needs Assessment Group. The Host informed the group a request had been made to create a link to a Pharmacy Needs Assessment Questionnaire on the LINK website and contact all LINK members requesting completion of the questionnaire. All present agreed.

Action: Host to put on website and inform all members.

LINK representation on the Doncaster Delivering Race Equality Steering Group. Ninda gave a verbal update.

Action: Ninda to submit a report to Host. Host to distribute to Executive Board Members for discussion at the next meeting.

- **Item 6 – DRI Ambulance Issues – Potential Enter and View.** Deferred until the next meeting.
- **Item 7 – New Working Group Updates:**

SINE FM. The Host updated the group informing all that the first guest slot was scheduled for Tuesday 25th May 2010 at 10am when Sheila Barnes and a member of the Host team would be attending. A request had been made to all members to be actively involved in the monthly guest slot; no responses had been received to date.

Dentistry in Highfields. A meeting with Doncaster NHS Commissioners is scheduled for Monday 14th June from 10.30am to 12 noon at Highfields Community Centre; members had been given the opportunity to attend along with Kay Kirk and a member of the Host team.

Assessment of Residential Care Homes. The Host informed all a meeting is scheduled for Thursday 27th May 2010 with Theresa Hooker from DMBC. Host to update the Executive Board at the next meeting.

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Autistic Awareness. The Host informed the group that a sub group was currently being formed and the first meeting was being arranged for June 2010.

Chiropody. The Host informed all that a sub group looking into Chiropody in the Thorne/Moorends area had been formed. The members of the group are Kay Kirk, Paul Morton and Deirdre Coward. The first meeting will be in June 2010.

- **Item 8 – Updates from existing Working Groups:**

GP Access. The Host informed the group the Survey Report had been completed and was available via the website or upon request.

Discharge Procedure. Rita Holdsworth stated the Survey Report had been completed and issued for initial comments. No comments had been received and the report would be available week commencing Monday 24th May 2010. The Host informed all that a letter had been received from Patricia Schofield (Deputy Mayor Cabinet Member for Adult Services) on behalf of Mayor Davies stating the following:

‘I found the report very concise and informative, and I share the concerns mentioned in the Patient Discharge Timeline Report. I also support all the recommendations on page 11 of the report.’

Action: The Host to arrange for a copy to be sent to the Department of Health.

Information Communications and Engagement Group. Kay Kirk updated the group (please refer to ICE Group Summary Notes available on the Doncaster LINK website www.doncasterlink.co.uk or upon request).

Annual Report Group. Rita Holdsworth stated the Annual Report had been completed and sent to print.

Work Plan Group. The Host informed the group the Work Plan was an ongoing document and would be updated after each Executive Board meeting and issued to Executive Board members.

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Finance. John Plant stated that a meeting had taken place with the Finance Group members (John Plant and Sheila Barnes) and the Host where it was agreed the Finance Group would take a more active role in LINK finances. John informed all the Expenses Policy needed to be modified in relation to the Host having final authorisation of signing of volunteer's expenses.

Action: Finance Group to re-word the policy at the next Finance Group meeting and issue to the Executive Board for agreement to the changes made.

- **ADDITION TO THE AGENDA**

Andrew Brankin - Head of Podiatry Doncaster Community Health Care Discussing Chiropody in the Doncaster area. Andrew gave an Informed talk about Podiatry in the Doncaster area.

Action: The Host to give all relevant information to the new Chiropody in Thorne/Moorends sub group.

- **Item 9 – Updates to Work Plan.**

Action: Host to update and issue to Executive Board members.

- **Item 10 – AOB.** The Host informed the group a meeting was taking place on Wednesday 19th May 2010 to plan the Disability Awareness Day event taking place on Saturday 25th September 2010. The group agreed a 15 to 20 minute slot to be allocated for the LINK.

Action: The Host to request agreement to the LINK being allocated 15 to 20 minutes during the course of the event. If agreed, the ICE Group to form a sub group to plan what the LINK will present during the agreed slot.

Enter and View. The Host informed all enter and view training had been completed and more training was being arranged for 2010.

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Understanding the Commissioning Cycle and Working Effectively with Commissioners. Volunteers were asked if they wished to attend a workshop that had been set up for LINK's members and Hosts by NHS Alliance on Wednesday 16th June 2010 from 1pm to 4pm at the following venue:

The Queens Hotel
City Square
Leeds
LS1 1PJ

Equalities and Human Rights. John Burke stated the Equality Act had been passed.

Action: John Burke to sent copies of reports/information to Host to distribute to Executive Board members.

- **Item 11 – Next Executive Board Meeting.** The next meeting is scheduled for Tuesday 15th June 2010 from 10am to 12 noon.
- **Item 12 – Close.** The meeting closed at 11.55am.

Minutes prepared by:
Jan Higgins

Executive Board Meetings for 2010

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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