

# DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

**Date:**

15 June 2010

**Time:**

10am

**Venue:**

Doncaster Business Innovation Centre

**Present:**

Sheila Barnes (Chair)  
John Burke  
Rita Holdsworth  
Joyce Parrott  
Jayne Bell (Host)

Glyn Jones  
Kay Kirk  
Paul Morton  
Donna Cibor (Host)  
Jan Higgins (Host)

**Apologies:**

Ninda Randhawa 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 given. Apologies received were made for those members unable to attend.

Sheila Barnes informed all John Plant had resigned from the Executive Board. All present discussed and agreed a letter be drafted and sent to all members requesting notes of interest for the vacant position.

**Action:** Sheila Barnes to draft a letter and the Host to issue.

- **Item 4 – Minutes from meeting dated 18<sup>th</sup> May 2010.** The following errors were noted.

Page 1: Kay Kirk informed the group Debbie Osborne had given her apologies verbally and had stated this at the start of the meeting.

Page 5: Date of next meeting should read Tuesday 15<sup>th</sup> June 2010.

**Action:** Host to amend Meeting Notes.

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There were no actions from minutes dated 18<sup>th</sup> May 2010.

- **Item 7 – Doncaster Delivering Race Equality Steering Group.** The group were issued a copy of a report from Ninda Randhawa regarding the Delivering Race Equality Steering Group meeting that took place on 25<sup>th</sup> March 2010.

**Action:** Sheila Barnes to clarify with Ninda Randhawa that the steering group is not just specifically for Mental Health Services as the first paragraph states. Please see below:

***‘The aim of this group is share information of the inequalities that exist in Mental Health Services focusing on the three building blocks of the governments report on Delivering Race Equality.’***

All agreed Sheila Barnes to make contact with Abrah Javid, Health Improvement Officer with a view to making a connection with the wider BME community.

- **Item 7 – DRI Ambulance Issues: Potential Enter and View.** In view of possible changes/removal of targets for the Ambulance Services the group agreed to defer for the foreseeable future.
- **Item 8 – New Working Group Updates.**

**SINE FM.** Sheila informed the group she and the Host had participated in the first guest slot with Sine FM on Tuesday 25<sup>th</sup> May 2010 at 10am.

**Action:** Sheila to produce a report and the Host to present at the next meeting.

**Dentistry in Highfields.** Kay Kirk informed the group that she and a member of the Host team had attended a meeting on Dentistry in Highfields on 14<sup>th</sup> June 2010 at the Highfields Community Centre.

**Action:** Report to be issued to Executive Board and put on the website.

**Assessment of Residential Care Homes.** The Host informed all an impromptu meeting took place on 9<sup>th</sup> June 2010 at 11am with Fay Wood (Manager of the Community and Carers Development Team), Bridget (DMBC Community Engagement Worker) and a member of the Host

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team. Fay informed the Host they were still awaiting approval from within the DMBC for the scheme to go ahead.

**Action:** The Host to inform the Board when a decision had been made.

**Autistic Awareness.** The Host informed all the first sub group meeting had taken place on Thursday 10<sup>th</sup> June 2010.

**Action:** Host to issue meeting summary notes to all Executive Board members and make available on the website.

**Chiropody.** Kay Kirk informed all that the first sub group meeting had taken place on Friday 4<sup>th</sup> June 2010 and summary meeting notes had been issued to Executive board members and were available on the website.

- **Item 9 – Updates from existing Working Groups:**

**GP Access.** Sheila Barnes informed the group the report had been completed, sent to agreed bodies and was available on the website. She also stated she was attending a meeting with Annette Laban in the afternoon to discuss the recommendations.

**Discharge Procedure.** Rita Holdsworth stated the Survey Report had been completed and issued to all as agreed. Rita informed all the group that contact had been made with Denise Gardiner (PALS Manager) requesting information regarding whose responsibility it was for drawing up work plans.

**Action:** Rita to make contact with the interim officer at the Doncaster Royal Infirmary to request a representative of the LINK be permitted to attend future meetings.

**Information Communications and Engagement Group.** Kay Kirk updated the group with details of work completed by the ICE Group (please refer to ICE Group Summary Notes available on the Doncaster LINK website [www.doncasterlink.co.uk](http://www.doncasterlink.co.uk) or a hard copy will be posted upon request).

**Coffee Morning Café 21 at Rossington.** Kay informed all the coffee morning had resulted in 3 new members being recruited with no new issues identified.

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**Annual General Meeting.** Kay stated the AGM that took place on Friday 11<sup>th</sup> June 2010 had been attended by more than 35 people consisting of organisations and individuals and had been very well organised and a great success.

**Action:** Host to present completed evaluation forms at the next meeting.

**Action:** The Host to issue a LINKs Outcome Checklist draft form to the Executive Board to be adapted for use on sub groups going forward. The Board to agree the content at the next Executive Board meeting.

**Annual Report Group.** Rita Holdsworth stated the Annual Report had been returned from the printers and issued at the annual general meeting.

**Action:** The Host to issue to all relevant bodies before Friday 18<sup>th</sup> June 2010.

**Work Plan Group.** Sheila Barnes stated the Work Plan Group is ongoing with updates and new groups included as and when.

**Finance Group.** Due to the resignation of John Plant, Sheila requested notes of interest for the vacant position of finance officer. John Burke put his name forward and Joyce Parrott seconded. All agreed John would become the new finance officer.

- **Item 10 – Updates to Work Plan.**

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

- **Item 11 – Any Other Business.**

**New Sub Group Request.** Rita Holdsworth put forward a suggestion from Dorothy Head that the LINK form a sub group dealing with the lack of activities for the elderly whilst in hospital.

**Action:** All agreed evidence/back-up be provided by Dorothy Head for possible future use.

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**LINK Representative Request.** Joyce Parrott requested she become a representative for the LINK at future Doncaster and Bassetlaw Hospital NHS Foundation Trust meetings. All agreed.

**Action:** Sheila Barnes to draft a letter and the Host to send.

**Literature/Merchandise.** Kay Kirk suggested the group obtain literature/merchandise/newsletters to distribute whilst attending other meetings/events. All agreed.

**Annual Disability Awareness.** The Host requested volunteers to attend the next meeting scheduled for Thursday 24th June 2010 at 1pm to discuss the arrangements for the event being held on Saturday 25<sup>th</sup> September 2010. No volunteers at the meeting are able to attend.

**Action:** Host to attend and report back to the group.

- **Item 12 – Next Executive Board Meeting.** The next meeting is scheduled for Tuesday 20<sup>th</sup> July 2010 from 10am to 12 noon.

**Minutes prepared by:**  
Jan Higgins

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

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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