

# DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

**Date:**

20 July 2010

**Time:**

10am

**Venue:**

Doncaster Business Innovation Centre

**Present:**

Sheila Barnes (Chair)

Debbie Osborne

Jackie Lewis

Donna Cibor (Host)

Jayne Bell (Host)

Glyn Jones

Kay Kirk

Paul Morton

Richard Brocklehurst (Host)

Jan Higgins (Host)

**Apologies:**

Ninda Randhawa, John Burke, Rita Holdsworth, Joyce Parrott and 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 given. Apologies received were made for those members unable to attend.

- **Item 4 – Minutes from meeting dated 15<sup>th</sup> June 2010.** All agreed the notes were correct with the following amendments:

The date for the Disability Awareness is 25<sup>th</sup> September 2010 and not the 29<sup>th</sup> as stated in the notes.

**ACTIONS FROM MINUTES DATED 15<sup>TH</sup> JUNE 2010:**

**Item 7 – DRI Ambulance Issues: Potential Enter and View.** Sheila stated she had received a report from the Yorkshire Ambulance Service NHS Trust which highlighted the intended work by the LINK would be duplicating work already being carried out. Sheila suggested leaving in abeyance and all present agreed.

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

**Item 9 – Updates from Existing Working Groups – AGM.** The Host issued a breakdown of the evaluation forms showing the event had been a success.

**Item 11 – Any Other Business – LINK Representative Request.**

Sheila stated a letter had been received from Chris Scholey (Chairman of Doncaster and Bassetlaw Hospitals NHS Foundation Trust) declining the request for Joyce Parrott to be the LINK representative at future meetings.

- **Item 6 – Doncaster Delivering Race Equality Steering Group.** Deferred.

**Action: Sheila Barnes to draft a letter and Host to send requesting further information from Ninda Randhawa and feed back at the next meeting.**

- **Item 7 – Election Process and Update.** Sheila informed the group only one note of interest for the Executive Board vacancy had been received from Ronald Hughes. Ronald's statement was read to all present and all agreed to co-opt Ronald onto the Executive Board.

**Action: Sheila to draft a letter to Ronald informing him of the Board's decision.**

- **Item 8 – Disability Awareness Update.** The Host attended a meeting on 24<sup>th</sup> June 2010 where the following was agreed:

- LINK to promote the event wherever possible
- LINK to inform all members of the event
- LINK to man a stand at the event which would be placed at the side of registration desk
- LINK to provide volunteers to help with registration of attendees

It was agreed, if possible, a member of each sub group be present on the day. The following members volunteered:

- Jackie Lewis – Autism Awareness sub group member
- Sheila Barnes – GP Access sub group member
- Kay Kirk – ICE group member

**Action: Host to ask volunteers to assist at the event and monitor responses.**

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- **Item 9 – Comments in respect of notes from Working Groups.**

**SINE FM.** The Host informed the group Dorothy Head and Richard Brocklehurst had completed a second guest spot with SINE FM on 13<sup>th</sup> July 2010 which had been a great success.

**ICE Group.** Kay Kirk stated the ICE Group wanted approval from the Board to use LBV TV, a company producing a high definition live-action commercial to be displayed in the Frenchgate Centre as part of a community roadshow to promote the LINK. During the event there would be a stand to issue literature/promotional goods helping to raise awareness of the LINK and encourage new membership. The event would take place over a 6-day period and volunteers would be encouraged to be actively involved. The cost of the event would be approximately £4,700. All members discussed the possible advantages/disadvantages and a vote was taken the results of which are as follows:

For	5
Against	0
Abstain	1

**Action: The ICE Group was given the go ahead to organise the event.**

**Podiatry/Chiropody.** The group was informed Andrew Brankin had been asked to attend the next meeting to answer questions from the Podiatry/Chiropody in Thorne/Moorends Sub Group.

**Item 10 – Updates to Work Plan.** Ongoing.

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

- **Item 11 - Any Other Business.**

**White Paper Re: Changes to the National Health Service.** The Host stated a white paper regarding changes to the National Health Service had been issued by the Department of Health and the Host had prepared a 2 page diluted version containing pertinent information to the future of the LINK. All agreed a meeting would take place on 7<sup>th</sup> September 2010 from 10am at the Doncaster Business Innovation Centre to discuss the contents of the white paper. Subsequently, it was agreed the Executive Board meeting scheduled for 17<sup>th</sup> August 2010 be cancelled.

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**Action:** The Host to obtain copies of the 60 page report from the Department of Health and issue to Executive Board members along with a copy of the 2 page diluted version.

**Overview and Scrutiny.** Jackie Lewis informed all present she had attended an Overview and Scrutiny meeting.

**Action:** Jackie to submit a report to the Host who will issue a copy to Executive Board members.

**Personalisation.** Debbie Osborne informed the group a forum had been set up. Debbie asked if Ashy Shanker could attend the next Executive Board meeting to give a talk on personalisation.

**Action:** Debbie Osborne, Jackie Lewis and Glyn Jones to bring information regarding the new forum to the meeting taking place on 21<sup>st</sup> September 2010. Sheila Barnes to draft a letter inviting Ashy Shanker to the same Executive Board meeting.

Jackie Lewis requested personalisation be put on 21<sup>st</sup> September 2010's agenda.

**Action:** Chair/Host to enter on September 21<sup>st</sup> 2010's agenda.

**Doncaster Vascular Service User Group Meeting.** Paul Morton informed the group he had attended a meeting on 23 June 2010 and had submitted a report to the Host.

**Action:** The Host to issue to all Executive Board Members.

**North Trent Cardiac Network.** Paul Morton stated the Cardiac North Trent Network holds bi-monthly meetings normally funded by the PCT. Unfortunately, the Network had been informed the PCT could no longer provide funding therefore Paul stated he was seeking agreement for funding from the LINK at an estimated cost of £700.

**Action:** Paul to submit full details to the Host who would present to the ICE Group for an initial decision prior to the Executive Boards final decision.

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**John Burke Re: Executive Board Meetings.** The Host stated John Burke had sent an email asking if future Executive Board meetings could be rescheduled to take place in an afternoon. The group discussed the implications of changing the existing agreed times and all agreed the meetings would remain as they were due to the logistics of availability of members and venue.

**Action: Host to inform John Burke of the Board's decision.**

**National Association of LINK Members.** Sheila Barnes informed the group she had attended a NALM conference on 8<sup>th</sup> July 2010 and had submitted a report to the Host.

**Action: Host to send a copy to all Executive Board members.**

- **Item 12 – Next Executive Board Meeting.** The next meeting to discuss the Department of Health's White Paper on changes to the NHS has been scheduled for Tuesday 7<sup>th</sup> September 2010 from 10am at the Doncaster Business Innovation Centre.

**PLEASE NOTE: THE EXECUTIVE BOARD MEETING BOOKED FOR TUESDAY 17<sup>TH</sup> AUGUST 2010 HAS BEEN CANCELLED.**

**Minutes prepared and submitted by:**

Jan Higgins

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

7 <sup>th</sup> September 2010	DBIC	10am to 12 noon
21 <sup>st</sup> September 2010	DBIC	10am to 12noon
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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