

# DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

**Date:**

16 November 2010

**Time:**

10am

**Venue:**

Doncaster Business Innovation Centre

**Present:**

Sheila Barnes (Chair

Glyn Jones

Kay Kirk

Ron Hughes

John Burke

Donna Cibor (Host)

**Apologies:**

Rita Holdsworth, Paul Morton and Karen Wardman.

*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 21<sup>st</sup> September 2010.** All agreed the notes were correct with no amendments.
- **Item 5- Matters arising from minutes dated 21<sup>st</sup> September 2010**

**Doncaster Delivering Race Equality Steering Group.** Sheila Barnes read out Wayne Goddard's response to her letter. All agreed that a member of the Executive Board should be elected as a representative onto the Delivering Race Equality Steering Group Board. As numbers of attendees were low at the meeting the decision to elect a nominee has been deferred to December's meeting.

**Action Point:** Host to add to December's Agenda.

**Coffee Morning held at the Deaf Centre.** Sheila Barnes informed the group that the coffee morning held at the Deaf Centre had generated an issue relating to interpreters not been available when a deaf person attends appointments at Doncaster Royal Infirmary. It was highlighted that this included appointments for the Hearing Clinic. Sheila asked the group if this was an issue that the LINK Executive Board should address and all agreed it should be taken forward.

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**Action Point:** Sheila Barnes to produce letters requesting current Policies and Procedures from:

- Chief Executive at Doncaster Royal Infirmary
- Annette Laban
- Hearing Clinic at Doncaster Royal Infirmary

Sheila to write to Mary Jones giving an update on what action the LINK will be taking to address the issue. The Host to prepare and send out the letters.

**Coffee Morning at SYCIL on 30<sup>th</sup> November 2010.** The Host informed all that a representative from the Safeguarding Adults Team had offered to give a brief presentation along side John Burke. John Burke explained that his presentation would last at least 40 minutes and the group decided in the interest of not overwhelming attending guests with too much information the Safeguarding Adult Team will be invited to present at a future coffee morning.

**Action Point:** John Burke to send a copy of his presentation to the Host team for any comments or suggestions

**B&Q Information Sharing Event.** Sheila Barnes attended the event and informed the group it was a great success.

### • **Item 6 – Working Groups Updates**

**GP Access.** A meeting has been arranged for 22<sup>nd</sup> November 2010.

**Discharge Procedure.** A follow up meeting based on the recommendations made in the survey report has been held with Sarah Stovin and Noreen Wilkinson.

**Information Communication and Engagement Group.** The coffee mornings held so far in November 2010 have been successful, the next coffee morning will be held at SYCIL on 30<sup>th</sup> November 2010.

**Finance Group:** The LINK has a sound financial position.

**Autism Group:** The group are due to meet on the 1<sup>st</sup> December 2010.

**Podiatry/Chiropody Group:** The report is scheduled for publication in December 2010.

**Dentistry in Highfields:** A flyer is due to be produced to highlight the system to access dental provision in Highfields. The LINK will be approached to help support a 'toothbrush' campaign within the local school.

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**Clinical Services Review Quality Care - First Time:** An impromptu presentation arranged by Sheila Barnes took place by Denise Nightingale and Catherine Leggett regarding Clinical Services Review Quality Care – First Time (a copy of the questions and answers raised during this presentation are attached to the minutes).

- **Item 7- LBV TV Update.** The Board were delighted with the work carried out by LBV TV. A total of 342 new members have been recruited.

**Action:** Sheila Barnes to draft a letter of thanks to LBV TV, the Host to prepare and post.

- **Item 8- ICE Group Strategic Plan.** The strategic plan for events up until March 2011 is now active and agreed by all members of the ICE group.
- **Item 9- Review of North Trent Cardiac Care Event.** Ron Hughes gave feedback to the group and stated the event had been a great success. Ron informed all the venue had been great value for money and suggested the LINK should consider it for any future events. Kath Cope has sent an event summary of the day which is attached to the minutes.
- **Item 10- Work plan.** All relevant work plans had been updated.
- **Item 11- Any Other Business.**

**Doncaster LINK Autumn/Winter Report.** The Host suggested the LINK produce an Autumn/Winter report giving detail on what the LINK has been doing since April 2010 and what the sub groups are currently working on. All agreed this was a good idea. The Board agreed a sub group be set up of Executive Board members who wish to be involved. Sheila Barnes, Kay Kirk and Ron Hughes agreed to form the sub group.

**Action Point:** The Host to make all Executive Board members aware of the sub group and ask that members wishing to be involved register their interest by 3<sup>rd</sup> December 2010.

**Google Advertising.** The Host explained that Google advertising has approached the LINK to renew the current annual contract at a cost of £600.00. A vote was made by the Board members resulting in the majority decision being not to renew the contract.

**Action Point:** The Host to inform Google the LINK will not be renewing the contract.

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**Networking the Health Networks Event.** The Host informed the group that a Networking the Health Networks event was taking place in Leeds on 9<sup>th</sup> December 2010 and asked if anyone would like to attend. Kay Kirk volunteered to go to the event with the Host.

**Action Point:** The Host to book two places for Kay Kirk and Donna Cibor

**Health Service Reform.** Sheila Barnes explained that an invitation to attend a Health Service Reform: Creating an Efficient, Equitable and Integrated Health Service event was taking place on 9<sup>th</sup> December 2010 in London at a cost of £99. Sheila requested permission from present Executive Board members to attend the event and report back to the Board with her findings. A unanimous decision was made that Sheila should attend the event.

**Action Point:** The Host to book a place for Sheila Barnes at the event.

### **Adjournment:**

The meeting closed 12.45pm

### **Minutes submitted by:**

Donna Cibor

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

14<sup>th</sup> December 2010                      DBIC                      10am to 12 noon

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