

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

14 December 2010

Time:

10am

Venue:

Doncaster Business Innovation Centre

Attendees:

Sheila Barnes (Chair
Karen Wardman
Paul Morton

Glyn Jones
John Burke
Donna Cibor (Host)

Kay Kirk
Rita Holdsworth
Jan Higgins (Host)

Apologies:

Debbie Osborne, Ron Hughes and Joyce Parrott

Non Attendees:

Jackie Lewis and Ninda Randhawa

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 16th November 2010.** All agreed the notes were correct with the following amendment:

Doncaster Delivering Race Equality Steering Group, change Wayne Goodman to Wayne Goddard.

- **Item 5 – Action Points from Previous Meeting.**

Coffee Morning at the SYCIL 30th November 2010. All were informed the coffee morning had been cancelled due to adverse weather and re-scheduled to take place 15th March 2011.

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Item 7 – LBV TV Update. The group was informed Sheila Barnes had drafted and the Host had sent a thank you letter to LVB TV.

Action: Host to send a copy of the event in CD form to all Executive Board members and request the ICE Group use the CD in future events.

Item 8 – ICE Group Strategic Plan. The Host informed all that the ICE Group had produced an Engagement Plan for 2011.

Action: Host to issue to all Executive Board/ICE Group members.

Item 11 – Any Other Business

Networking the Health Networks Event. The Host informed all present Donna Cibor (Doncaster LINK Team Leader) had attended the event and would produce a report.

Health Service Reform Event. Sheila Barnes stated she had attended the event and produced a report.

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

- **Item 6 – Working Groups Updates**

GP Access. A meeting has been arranged for 13th January 2011.

Discharge Procedure. Rita Holdsworth updated the group (please refer to Hospital Discharge Summary Notes 24th November 2010.)

Information Communication and Engagement Group. The Host and Kay Kirk updated the group (please refer to ICE Group Summary Notes 6th December 2010.)

Finance Group: The LINK has a sound financial position. Sheila Barnes stated John Leask had informed the Host that the budget would be reduced from £50,000 to £35,000 from 1st April 2011.

Action: Sheila Barnes to draft a letter to John Leask accepting the proposed budget reduction and Host to send.

The group discussed training in 2011 which had been allocated £3,000 to be used before 31st March 2011.

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Action: Host to ask all members for their thoughts/suggestions as to what the content of the 2011 Training Programme should be and issue all responses to the Executive Board at the next meeting.

It was suggested £10,000 be earmarked towards developing HealthWatch.

Action: Defer until the next meeting.

Autistic Awareness: The group are due to meet on the 16th December 2010.

Podiatry/Chiropody Group: The report is scheduled for publication in January 2011.

Dentistry in Highfields: The Host informed the group Highfields Primary School had requested £500 sponsorship for their 'Toothbrush Campaign' providing tooth-brushing packs for every child in the school thus promoting good oral hygiene.

Action: All agreed to the LINK sponsoring £500 towards the campaign, the Host to liaise with Highfields Primary School in setting up an event in conjunction with the campaign.

Autumn/Winter Report. The Host stated three responses had been received from members wanting to play an active role on the sub group. The following members will form the Autumn/Winter Sub Group:

**Kay Kirk
Sheila Barnes
Ron Hughes**

- **Item 7 – Doncaster Delivering Race Equality Steering Group.** All present were asked for notes of interest in becoming the LINK's representative on the steering group - there were none.

Action: Defer until the next meeting.

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- **Item 8 – Christmas Social Event.** The group was informed the event had been cancelled due to adverse weather conditions and re-scheduled to take place on 12th January 2011 from 1pm to 3pm at Doncaster Trades.

Action: Host to request the Chair of each sub group give a talk/update at the event.

- **Item 9 – Yorkshire Ambulance Service Event.** The Host informed the group the LINK had been asked to complete a survey. The Host asked for volunteers to complete the form. Sheila Barnes, Paul Morton and Kay Kirk agreed to take part and would attend a meeting on Monday 10th January 2011 at DBIC from 10.30am to 11.30am.

Action: Host to send a copy of last years' Quality Accounts report to Sheila, Paul and Kay for guidance on what is required.

- **Item 10 – Review of North Trent Cardiac Care Event.** Members attending the event said it was a great success. A report has been completed by Ron Hughes and Paul Morton.
- **Item 11 – Work plan.** All relevant work plans have been updated.
- **Item 12 – Any Other Business.**

Doncaster CVS Grant Funding

Karen Wardman informed the group Doncaster CVS was applying for a £3,000 grant to hold a 'Joint Collaborative Event' regarding the changes to the NHS and wanted the LINK's support if funding was given. A vote took place with the results as follows:

4 members agreed to the LINK supporting the event
3 members abstained

Doncaster LINK to support the application.

Request to Attend Next Executive Board Meeting. Sheila Barnes informed all present that Phil Gowland, Foundation Secretary of RDaSH had asked if he could attend the next Executive Board meeting.

Action: Host to inform Phil Gowland the Executive Board had agreed to him to attending the next Executive Board Meeting scheduled for 18th January 2011.

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NHS White Paper. The Host informed the group that a report had been received from Hackney LINK regarding the future of the NHS.

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

Adjournment:

The meeting closed at 1pm

Minutes prepared and submitted by:

Jan Higgins (Senior Administrator – Doncaster LINK Host)

Executive Board Meetings for 2011

Tuesday 18 th January 2011	DBIC	10am to 12 noon
Tuesday 15 th February 2011	DBIC	10am to 12 noon
March 2011 TO BE ARRANGED		
Tuesday 19 th April 2011	DBIC	10am to 12 noon
Tuesday 17 th May 2011	DBIC	10am to 12 noon
Tuesday 14 th June 2011	DBIC	10am to 12 noon
Tuesday 19 th July 2011	DBIC	10am to 12 noon
Tuesday 16 th August 2011	DBIC	10am to 12 noon
Tuesday 13 th September 2011	DBIC	10am to 12 noon
Tuesday 18 th October 2011	DBIC	10am to 12 noon
Tuesday 15 th November 2011	DBIC	10am to 12 noon
Tuesday 13 th December 2011	DBIC	10am to 12 noon

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