

# DONCASTER LINK – INFORMATION COMMUNICATION AND ENGAGEMENT (ICE) – MEETING NOTES

**Date:** 4<sup>th</sup> January 2011

**Time:** 1pm

**Venue:** Doncaster Business Innovation Centre

**Present:** Deidre Coward (Chair)  
George Maitland  
Sheila Barnes  
Kay Kirk  
Dot Head  
Joan Shacklock  
Richard Brocklehurst (Host)

**Apologies:** Mary Jones

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

- **Item 1 – Welcome and apologies.** Deidre Coward welcomed all and thanked Joan Shacklock for joining the group.
- **Item 2 – Housekeeping.** The group were informed of the necessary housekeeping details.
- **Item 3 – Notes of meeting held on 6th December 2010.** Notes of the meeting accepted with no amendments.
- **Item 4 – Social Event 12<sup>th</sup> January 2011 Update:** This event has been rearranged following the postponement of prior to Christmas. The event is to be informal with short presentations to be made at 1.30pm in the following order:
  - **Introduction- Dot Head**
  - **Executive Board- Sheila Barnes**
  - **ICE Group- Kay Kirk**
  - **GP Access- Sheila Barnes**
  - **Chiropody- Kay Kirk**
  - **Discharge Group- Rita Holdsworth/Dot Head**
  - **Autism-TBA**
  - **Dentistry- Richard Brocklehurst**
  - **Close- Dot Head**

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- **Item 5 – NHS Doncaster Event 21<sup>st</sup> January 2011 Update.** Annette Laban has confirmed attendance on Friday 21<sup>ST</sup> January 2011 at 10am at the Trades Centre in Doncaster, Frenchgate Centre. Invitations have been sent to all members.
- **Item 6 – Future of NHS and Social Care Event.** The group agreed the most appropriate venue will be Doncaster Rugby Club at an estimated cost of £500. The Host informed all present that so far Madeleine Keyworth and Joan Beck had agreed to be involved. The group were presented with a proposal from ICON events to help with the running and promoting of the event. The group felt the expertise already existed within the volunteers and the Host to successfully manage the event. It was therefore agreed to hold a meeting on Monday 17<sup>th</sup> January 2011 at 11.30am to plan the event.

**Action:** Host to get confirmation of agreed panellists. Sheila Barnes to re-contact GP consortia representative. Host to provisionally book the Rugby Club with a deadline for panel constitution to be Wednesday 12<sup>th</sup> January 2011.

- **Item 7- Terms of Reference.** The Host presented the group with a revised Terms of Reference. After discussion the new Terms of Reference were agreed upon.

**Action:** Host to send revised Terms of Reference to all ICE Group members and present a copy to Executive Board members at the next meeting.

- **Item 8- Host Update- Doncaster Rugby Club.** The following Members will be promoting the LINK by attending the Doncaster Knights rugby matches on Saturday 29<sup>th</sup> January 2011 and Saturday 12<sup>th</sup> February 2011:

**Dorothy Head**

**Sheila Barnes**

**George Maitland**

**Action:** Host to contact Doncaster Rugby Club to arrange.

- **Item 8-Host Update- Contact Details.** All members of the group present agreed to the sharing of telephone numbers with one another.

**Action:** Host to include ICE Group contact details with the notes.

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- **Item 9-AOB.** Kay raised the issue of LBV TV DVD being unable to be played via a laptop.

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

Kay informed the group that the budget for the LINK will be reduced in 2011 which will affect the work of the ICE group.

**Action:** Host to produce budget expenditure for ICE group in preparation for the next meeting on March 7<sup>th</sup> 2011.

The group wished to revert back to Monday meetings. It was therefore agreed that this would occur after February with the first Monday meeting being in March 2011.

The following ICE group meeting dates have been agreed for 2011 at Doncaster Business Innovation Centre from 1pm - 3pm.

<b>01/02/11</b>	<b>07/03/11</b>	<b>04/04/11</b>	<b>09/05/11</b>
<b>06/06/11</b>	<b>04/07/11</b>	<b>01/08/11</b>	<b>05/09/11</b>
<b>03/10/11</b>	<b>07/11/11</b>	<b>01/12/11</b>	

**Adjournment:** The meeting closed 2.30pm

**Notes submitted by:** Richard Brocklehurst

The Doncaster LINK  
Doncaster Business Innovation Centre  
Unit 20 Ten Pound Walk  
Doncaster  
DN4 5QA

Tel: 01302 554970  
Typetalk: 01302 554970  
Mobile: 07739 237452  
Fax/Text: 01302 554996  
Email: [doncaster.admin@carersfederation.co.uk](mailto:doncaster.admin@carersfederation.co.uk)  
Website: [www.doncasterlink.co.uk](http://www.doncasterlink.co.uk)