

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

**Date:**

18<sup>th</sup> January 2011

**Time:**

10am

**Venue:**

Doncaster Business Innovation Centre

**Present:**

John Burke (Acting Chair)

Glyn Jones

Ron Hughes

Richard Brocklehurst (LINK Host)

Ninda Randhawa

Karen Wardman

Paul Morton

Donna Cibor (LINK Host)

**Apologies:**

Sheila Barnes, Debbie Osborne, Kay Kirk, Rita Holdsworth and Joyce Parrott

**Resignation:**

A letter has been received from Jackie Lewis informing the Board she is to resign her position. The vacancy created will be discussed at the next Executive Board meeting.

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

**Opening:**

John Burke (Acting Chair) opened the meeting by welcoming all. John stated the code of conduct and asked if there were any declaration of interests – none were made. Apologies were given for members unable to attend.

- **Item 4- Presentation from Lynsey Blackshaw Doncaster Community Services.**

A presentation was made by Lynsey Blackshaw around the changes in relation to the Transforming of Community Services. These services are due to be transferred from Doncaster Community Services to Rotherham Doncaster and South Humber NHS Foundation Mental Health Trust, more details can be gained by contacting Lynsey at [lynsey.blackshaw@doncasterpct.nhs.uk](mailto:lynsey.blackshaw@doncasterpct.nhs.uk)

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

- **Item 5 – Minutes from meeting 14<sup>th</sup> December 2010.** All agreed with one following amendment.

Item 9 - Yorkshire Ambulance Service Meeting - Paul Morton agreed to be involved and his name needs to be added to notes.

- **Item 6 – Action Points from Previous Meeting-**

**LBV TV-** Host to contact LBV in relation to DVD not being able to played on lap tops.

**Training Budget** -The Host informed the group that there had been 5 suggestions in relation to utilising the remaining budget. The Executive Board agreed to ask all members if they would register an interest in relation to these topics. After the meeting the budgetary expense of carrying out this activity was highlighted. In light of this John Burke, the training officer, agreed to the Executive Board being e mailed the five suggestions and for them to pick their 2 preferred options and from this all members would be approached to sign up for the preferred options.

**Action:** Host to e mail Executive Board with training options and asking for their preferences.

**Doncaster CVS Grant Funding-** Karen had continued to progress the concept of a partnership event between the Third Sector, DMBC and the GP consortia and is arranging meetings to progress the idea and will keep the Board informed of progress.

- **Item 6 – Comments raised in respect of Summary Notes from working groups.**
- **GP Access-** No comment
- **Discharge Procedure-** The discharge group requested a new sub group be created to look at the issue of medication in general.

**Action:** This is to be brought to next Executive Board Meeting.

- **Information and Communication and Engagement Group-**No comment.

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

- **Finance Group-** No comment
- **Autistic Awareness-** In light of the fact Jackie Lewis has resigned from the LINK and was a member of this group. It was felt an independent member needed to be appointed to this group as the only remaining members were members of Autism Plus. It was agreed that Ron Hughes would represent the Executive Board at the next sub group meeting on the 2<sup>nd</sup> February at which time the group would then be opened up to the wider membership.

**Podiatry/Chiropody in Thorne/Moorends-** The report was now complete and members were given a copy with a follow up meeting planned for April.

**Dentistry in Highfields-** Toothbrushes for the local primary school which had been provided by the LINK were due to arrive in next two weeks. A launch event to be held at the school in association with Doncaster NHS.

**Autumn/Winter Report-** The report is in the process of being produced and will be ready by the next Executive Board meeting.

- **Item 8 – Doncaster Delivering Race Equality Steering Group Executive Board Nomination-** This item was deferred to the next meeting as there were insufficient members present to form a quorum.
- **Item 9- Doncaster LINK Social Event 12<sup>th</sup> January 2011-**The event had been attended by 25 members of which half were new members. The Host had managed to make contact with a new partner Chloe Westerman who is working on the Co-production project which looks at adult Social Care issues working for DMBC.
- **Item 10 – Yorkshire Ambulance Service-** The LINK had contributed to the consultation around the measures for the Yorkshire Ambulance Service and would be given a copy of the final documents when available.
- **Item 11 – Updates to Work plan-** The Executive Board needs to produce a work plan for 2011/12.
- **Item 12- Any Other Business**

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

Ninda had promoted the LINK at a Women's Centre event and recruited 60 new members. The YWCA has been renamed platform 51 with the launch event being on 26<sup>th</sup> January at 10.30am.

**Action:** Ninda to submit the new membership forms to the Host.

DIAL Doncaster had obtained use of a mobile high dependency unit for the changing of adults, for hire.

Members were informed of the potential of joining a topic expert group looking at Health Care Associated Infections this would be in partnership with National Institution of Clinical Excellence and nominations needed to be received by 21<sup>st</sup> January.

The LINK is due to present to the Overview Scrutiny Committee a draft presentation is to be brought to the Executive Board for its approval for the meeting to take place on 1<sup>st</sup> March.

Members were informed that their expenses needed to be submitted on a monthly basis.

The members were informed of the next two upcoming events for which registration is required. All LINK events are detailed on its website [www.doncasterlink.co.uk](http://www.doncasterlink.co.uk)

The members were given a copy of 'Travel Guide for Patients and Public in Doncaster' that has been produced by Lisa Bailey Service Development Support Manager, the members have been asked to give there thoughts, comments and suggestions on the document to the Host by no later than noon Thursday 20<sup>th</sup> January.

**Action:** Host to give feedback to Lisa Bailey by the end of Friday 21<sup>st</sup> January.

Friday 21<sup>st</sup> January 10.00am Doncaster Trades, Annette Laban Chief Executive Doncaster NHS, will give a presentation on the changes within the NHS.

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Friday 11<sup>th</sup> February 10.00am Doncaster Rugby Club, the LINK are hosting an event titled- Question Time The Future of the NHS.

**Action:** Host to email all Executive Board members flyers for events.

It was agreed the March Executive Board meeting will be held on Tuesday 29<sup>th</sup> March at 10am.

## **Adjournment:**

The meeting closed 11.30am.

## **Minutes prepared and submitted by**

Richard Brocklehurst (Community Engagement Worker)

## **Executive Board Meeting for 2011**

Tuesday 15<sup>th</sup> February 2011 DBIC 10am to 12 noon  
Tuesday 29<sup>th</sup> March 2011 DBIC 10am to 12noon  
Tuesday 19<sup>th</sup> April 2011 DBIC 10am to 12 noon  
Tuesday 17<sup>th</sup> May 2011 DBIC 10am to 12 noon  
Tuesday 14<sup>th</sup> June 2011 DBIC 10am to 12 noon  
Tuesday 19<sup>th</sup> July 2011 DBIC 10am to 12 noon  
Tuesday 16<sup>th</sup> August 2011 DBIC 10am to 12 noon  
Tuesday 13<sup>th</sup> September 2011 DBIC 10am to 12 noon  
Tuesday 18<sup>th</sup> October 2011 DBIC 10am to 12 noon  
Tuesday 15<sup>th</sup> November 2011 DBIC 10am to 12 noon  
Tuesday 13<sup>th</sup> December 2011 DBIC 10am to 12 noon

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