

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

15th February 2011

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Debbie Osborne

John Burke

Rita Holdsworth

Karen Wardman

Glyn Jones

Joyce Parrott

Paul Morton

Donna Cibor (Host)

Jan Higgins (Host)

Apologies:

Kay Kirk and Ron Hughes

Non Attendees:

Ninda Randhawa

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

Opening:

Sheila Barnes 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 were given for members unable to attend.

- **Item 5 – Minutes from meeting 18th January 2011.** All agreed to the content with the following amendments:
 - 1 **Page 1.** Incorrect spelling of Karen Wardman
 - 2 **Page 2, Item 5.** Change Yorkshire Ambulance Service Event to Meeting
 - 3 **Page 2, Item 6.** Change to read *'The discharge group requested a new sub group be created to look at the issue of medication in general'*
 - 4 **Page 4, Item 12.** Change to read *'DIAL Doncaster had obtained use of a mobile high dependency unit for the changing of adults, for hire'*

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

Doncaster Health and Social Care Conference. Karen Wardman issued a flyer to all containing information relating to the event taking place on Thursday 17th March 2011. The group was informed that three places had been reserved for LINK members wishing to attend. Sheila asked for volunteers and all agreed the following Executive Board members would attend:

Rita Holdsworth
Joyce Parrott
Paul Morton

Action: Joyce Parrott to produce a report for issue at the next meeting.

- **Item 7 – Comments Raised in Respect of Summary Notes from Working Groups**

GP Access. Sheila Barnes updated the group (please refer to GP Access Summary Notes 03/02/11).

Hospital Discharge Procedure. Rita Holdsworth updated the group (please refer to Hospital Discharge Summary Notes 06/01/11).

ICE Group. Sheila Barnes updated the group (please refer to ICE Group Summary Notes 01/02/11).

Finance Group. Sheila Barnes updated the group (please refer to Finance Group Notes 07/02/11).

Autistic Awareness. The Host updated the group (please refer to Autism Awareness Summary Notes dated 02/02/11). The Host informed all that Ron Hughes had been co-opted onto the sub group and Peter Collier (Joint Commissioning Manager – DMBC) had requested LINK representation on the 'Autism Implementation Strategy Delivery Plan Sub Group'. Ron Hughes had informed the Host he would like to volunteer and all agreed to him becoming the official LINK representative on the sub group. John Burke agreed to attend in the event of Ron Hughes not being available.

Action: Host to check it was acceptable for John Burke to attend in the absence of Ron Hughes.

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Podiatry/Chiropody in Thorne/Moorends. Paul Morton updated the group (please refer to Podiatry/Chiropody in Thorne/Moorends Summary Notes 05/01/11).

Dentistry in Highfields. The Host informed the group Highfields Primary School had not, as yet, agreed a date for the campaign - issue of toothbrushes and toothpaste to all pupils - but would be arranging in the near future.

Action: The Host to inform the Executive Board when a date had been arranged.

Autumn/Winter 2010/2011 Report. The Host issued a copy of the report to the group.

- **Doncaster Delivering Race Equality Steering Group Executive Board Nomination.** Sheila Barnes asked for volunteers to be on the board to represent the LINK. Debbie Osborne volunteered and all present agreed.

Action: Host to confirm Ninda Randhawa did/did not wish to be the representative as she had attended the very first meeting and update the Board at the next meeting.

- **Item 9 – Additional Sub Group.** Rita Holdsworth stated the Hospital Discharge Sub Group were seeking authorisation for a new sub group to be formed around hospital prescribed medication. All agreed to the forming of the new working group with the first meeting to take place in April 2011.

Action: Host to request new members when issuing election information to all members to save on postal costs.

- **Item 11 – Work Plan Sub Group.** Sheila informed the group the LINK was nearing the end of 2010/2011's work plan and requested volunteers to be involved with the 2011/2012 Work Plan sub group. All agreed the following members would become part of the sub group:

Sheila Barnes
Rita Holdsworth
Paul Morton
Joyce Parrott

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The Host stated John Leask (DMBC Contract Manager) had requested a draft copy of work the plan by mid March 2011.

Action: Host to check if any other Executive Board members, not present at the meeting today, wished to become part of the sub group and arrange a meeting for next week.

- **Item 12 - Work Plan Update.** Ongoing.

Action: Host to update and issue to all Executive Board members.

- **Item 13 - Any Other Business.**

Executive Board 2011 Election. Sheila stated the LINK needed to begin its 2011 Election process. By 31st March 2011 the following members will reach the end of their 2 year term:

Glyn Jones
Joyce Parrott
Paul Morton
Ninda Randhawa

In addition there are three vacancies for representation from organisations.

All agreed the deadline for expressions of interest will be Monday 28th February 2011. Sheila Barnes, John Burke and the Host will be actively involved in the process.

Action: The Host to ask Executive Board members not present if they wished to be involved.

Training. The Host informed the group responses received from Executive Board members in regards to training choices highlighted the top two preferences as being IT and First Aid.

Action: Host to arrange relevant training.

Request To Attend Next Meeting. The Host stated Martin Walker (Programme Manager Modernisation Policy – DMBC) wished to attend the next Executive Board meeting (29th March 2011) to discuss their Directorate Development Plan based around priorities for adult services.

Action: Host to formally invite Martin to the meeting.

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Interpreter Provision for People with Hearing Difficulties. Sheila Barnes informed the group the LINK had received a response from Peter Reading (Chief Executive of Doncaster and Bassetlaw Hospitals NHS Foundation Trust) and Chequer Road Clinic outlining service provision.

Care of People in Care Homes with Diabetes. Sheila stated she had received a response from Joan Beck (Director of Adult and Community Services) stating all people in care homes receive a care plan.

Action: Sheila Barnes to compose a letter and Host to send to Mary Jones and Ann Leonard (Deaf Centre) with a copy of the letter received from Joan Beck.

Volunteer Expenses. The Host requested all expenses for each month be submitted before the month end.

Representation at the Overview and Scrutiny Panel. Sheila stated that in view of Jackie Lewis' resignation from the board a replacement was required to represent the LINK on the Overview and Scrutiny Panel. Sheila expressed an interest and all agreed to Sheila becoming the LINK representative on the panel.

Action: Host to check a substitute LINK member could attend meetings in the event of Sheila being otherwise engaged.

Pathfinders. The Host informed all that the Department of Health will contact all LINKs asking for their involvement as a pathfinder for HealthWatch. All agreed to being actively involved.

LINK Advisory HealthWatch Group. The Host informed all present that stakeholders, community groups, voluntary sectors etc could apply to become involved in the group with a deadline for applications of 16th February 2011. An election process will take place with one member from each LINK having the chance to become part of the group. Sheila Barnes volunteered to apply and all agreed.

Action: Sheila to update the Board when the selection process had taken place.

Yorkshire and Humber LINK Peer Review. The Host stated the deadline to apply to become involved had been extended to 17th February 2011. John Burke and Joyce Parrott stated they would like to be involved.

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Action: The Host to issue all relevant information to John Burke and Joyce Parrott.

Co-production Workshop. The Host issued a flyer informing of a Co-production Workshop event hosted by the Doncaster Metropolitan Borough Council being held on Wednesday 9th March 2011 from 9.30am at the Carr House Centre, Danum Road, Doncaster, DN4 5HF.

Independent Living. The Host informed all Karen Temperton had requested LINK involvement in an independent living guide being produced. All agreed to contact Dorothy Head to complete.

Action: Host to ask Dorothy Head to participate.

National Institute for Clinical Excellence (NICE). The Host stated the LINK had been asked to join the group and register as a stakeholder. All agreed.

Action: Host to register.

TMCR 95.3fm – Local Radio Station for Local People in the North East Doncaster. The Host informed all contacted would be made with a radio station based in Thorne/Moorends to see if it was possible to be allocated air time to promote the LINK.

Action: Host to update the Board at the next meeting.

Doncaster LINK Contract. The Host informed the group John Leask (Contract Manager) had contacted the Carers Federation to inform that a decision had been made for the Carers Federation to manage the contract until 31st March 2012.

Disability Awareness Day. John Burke stated the event had been arranged for Saturday 2nd July 2011 at the College for the Deaf and a meeting was being held at the SYCIL on Thursday 24th February from 1.30pm to arrange event details. Sponsorship would be sought from the LINK.

Action: John Burke to update the Executive Board with full details.

- **Item 14 – Next Executive Board Meeting.** Tuesday 29th March 2011 from 10am at DBIC.

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Adjournment:

The meeting closed 11.50am.

Minutes prepared and submitted by:

Jan Higgins (Senior Administrator – Doncaster LINK Host)

Executive Board Meetings for 2011

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

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