

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

Date: 7th March 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)
Donna Cibor (Host)

Apologies:

Mary Jones has sent a letter of resignation which will be responded to by Deidre.

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

- **Item 1 – Welcome.** Deidre Coward welcomed all.
- **Item 2 – Housekeeping.** The group were informed of the necessary housekeeping details.
- **Item 3 – Notes of meeting held on 1st February 2011.** Notes of the meeting accepted. The Host will continue to chase Platform 51 in relation to an information event at their centre. It was agreed that if no response received this time the matter would not be followed up.
- **Item 4 –Question Time event 11th February Review-** The event had been extremely positive and the majority of feedback had been good. A report was being produced by the Host which will be ready by Friday 18th March. The ICE group are to review the report and feedback any issues by 21st March. The report will be sent to the panellists for their approval prior to publishing on Friday 25th March. It was agreed all attendees would receive a hard copy of the report and the report would be placed on the LINK website. The members felt that they had not been communicated sufficiently in relation to changes at the event. The Host apologized for this and would strive to keep all members informed of any changes that needed to occur at short notice. Sheila Barnes had

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produced a thank you letter to the panellists which would be sent with the report.

Action: Host to finalise report by Friday March 18th.

- **Item 5- Work Plan and Budget 2011/12.** The group discussed their plans for next year. The group are aware of the changes to the LINK and realised that their role in the next year was as much relating to communicating information regarding changes as it is to engaging with the public around LINK issues. With this in mind the group outlined their programme for the upcoming year:

Date	Activity	Budget
April 11	Health Roadshow	£250
May 11	Doncaster NHS Update	£250
June 11	AGM	£1000
July 11	Mental Health	£250
Sept 11	Health Watch Update	£250
Oct 11	Public Health Update	£250
Nov 11	Question Time	£2000
Dec11	Xmas Social	£250
Feb12	Celebration Event	£2000

In addition the group agreed a budget of £2000 for point of sale material and £500 towards working with SINE FM. The total budget equates to £9000 which is within the LINK overall budget.

Action: Host to produce engagement plan for approval at next ICE meeting which will then need approval from the Executive Board.

Host to start planning event in April.

- **Item 6- Host Update-** None
- **Item 7- Any Other Business-** Kay Kirk informed the Host that Mencap wished to receive a presentation from the LINK.

Action: Host to arrange meeting.

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

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04/04/11	09/05/11	06/06/11	04/07/11
01/08/11	05/09/11	03/10/11	07/11/11
05/12/11			

Adjournment:

The meeting closed 2.30pm

Notes prepared and submitted by:

Richard Brocklehurst

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