

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

29th March 2011

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Ron Hughes

John Burke

Glyn Jones

Paul Morton

Donna Cibor (Host)

Jan Higgins (Host)

Martin Walker (DMBC)

Apologies:

Debbie Osborne, Kay Kirk, Rita Holdsworth, Karen Wardman, Ninda Randhawa and Joyce Parrott

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 4 – Minutes from meeting 15th February 2011.** All agreed to the content with no amendments.
- **Item 5 – Action Points from Previous Meeting.**

Doncaster Health and Social Care Conference. Sheila Barnes has produced a report of the event which was held on the 17th March 2011.

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

Item 9 – Additional Sub Group. The Host informed all the following volunteers had agreed to be actively involved in the new Medication sub group being formed with the first meeting date to be agreed:

Paul Morton

Rita Holdsworth

Dorothy Head

Kay Kirk

Deirdre Coward

Joan Shacklock

Gwen Campbell

Margaret Marrison

Dunlop Griffith

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Item 11 – Work Plan Sub Group. The Host informed the group that no other Executive Board member had expressed an interest in being involved. John Leask had been sent a draft copy of the Work Plan.

Item 12 - Work Plan Update. Ongoing, all Executive Board have been sent a draft copy.

Item 13 - Any Other Business.

Training. The Host informed the group IT free courses had been sourced for May 2011 but was awaiting confirmation of dates available.

Action: Host to give available dates (when received) to John Burke and inform all LINK volunteers of the training dates, giving them the option to attend.

Care of People in Care Homes with Diabetes. Sheila Barnes composed and sent a letter to Mary Jones (LINK Volunteer) and Ann Leonard (Deaf Centre) along with the response received from Joan Beck (Director of Adult Community Services).

Representation at the Overview and Scrutiny Panel. Sheila Barnes attended a meeting and produced a report.

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

LINK Advisory HealthWatch Group. Sheila informed the group that she had attended the meeting in March 2011 and had submitted a report to the Host.

Independent Living. The Host informed all that Dorothy Head (LINK Volunteer) had participated and would be submitting a report in due course.

National Institute for Clinical Excellence (NICE). The Host stated the LINK had registered its interest.

TMCR 95.3fm – Local Radio Station for Local People in the North East Doncaster. The Host informed the group contact had been made but was awaiting further information.

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

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Item 6 – Martin Walker – Directorate Development Plan (DMBC).

Glyn Jones made a declaration of interest as a DMBC Councillor and a staff member of SYCIL before Martin Walkers presentation on the Directorate Development Plan.

John Burke declared that DIAL Doncaster along with SYCIL is currently working on the Personalisation Project.

Martin gave a very informed talk around the DMBC's Adult Services Development Plan for 2011/12. Martin issued a copy of their Adult Services Development Plan 2011/12 showing their programme of activity around service improvements to all present, stating the document had not yet been signed off but would be shortly. During the meeting Martin stated that previously, Adult Social Care was assessed by the Care Quality Commission but in the future the focus would shift away from the Care Quality Commission to local accountability. The first year would be a transitional year with DMBC continuing to work with the LINK. Martin stated a framework needs defining for how locals assess the quality of services provided.

Action: Martin to send a copy of the full version of the Development Plan 2011/12 to the Host when is has been signed off. The Host to issue a copy all Executive Board members.

Glyn Jones made a declaration of interest as a DMBC Councillor and a staff member of SYCIL before Martin Walkers presentation on the Directorate Development Plan.

John Burke declared that DIAL Doncaster along with SYCIL are currently working on the Personalisation Project before Martin Walkers presentation on the Directorate Development Plan.

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

GP Access. Sheila Barnes informed all the sub group had nothing further to report (please refer to GP Access Summary Notes 03/02/11).

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Hospital Discharge Procedure. The Host informed all present the sub group had nothing further to report (please refer to Hospital Discharge Summary Notes 06/01/11).

ICE Group. The Host updated the group (please refer to ICE Group Summary Notes 01/02/11). The Host informed the group the next coffee morning had been scheduled for 10th May 2011 based around health at the Salvation Army, Doncaster from 10am to 12 noon.

Action: Host to issue a copy of the ICE Group Engagement Work Plan for 2011/2012 to all Executive Board members upon completion. Host to create a flyer for the coffee morning and distribute to all volunteers in the next mail shot.

Finance Group. Sheila Barnes updated the group (please refer to Finance Group Notes 24/03/11).

Autistic Awareness. The Host updated the group (please refer to Autism Awareness Summary Notes dated 02/02/11). Ron Hughes attended a meeting in March 2011. The Host informed all that authorisation had been given for John Burke to attend meetings as a representative of the LINK in the event of Ron Hughes being unavailable.

Action: Ron Hughes to produce a report of the event and Host to issue to all Executive Board members.

Podiatry/Chiropody in Thorne/Moorends. The Host updated the group (please refer to Podiatry/Chiropody in Thorne/Moorends Summary Notes 10/03/11).

Dentistry in Highfields. The Host informed the group a date had been agreed for the campaign to issue toothpaste, toothbrushes and oral hygiene information to children who attend Highfields Primary School. The date for the event will be Tuesday 3rd May 2011.

Action: The Host to produce a report of the event.

- **Item 8 – Doncaster Delivering Race Steering Group Update - Debbie Osborne.**

Action: In the absence of a report from Ninda Randhawa and Debbie Osborne not being present at today's meeting all agreed to defer until the next meeting.

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- **Item 9 – Election Nominations/Results.** The ballot papers were opened and counted. The results were as follows:

Dunlop Griffith x 17 votes
Paul Morton x 28 votes
Joyce Parrot x 37 votes

Ron Hughes x 17 votes
Meurig Pari-Jones x 16 votes
Eric Stowe x 14 votes

The following are elected onto the Executive Board as from 1st April 2011:

Joyce Parrott
Paul Morton
Ron Hughes
Dunlop Griffith

A total of 71 ballot papers were returned containing 129 votes in total.

Action: Sheila Barnes to compose a congratulations/commiserations letter to volunteers involved in the election and Host to post.

- **Item 10 – New Work Plan Update.** The group agreed to the format and content of the draft copy of the Work Plan.

Action: Host to update and issue a copy to John Leask (Contract Manager DMBC) and Executive Board members.

- **Item 11 – Updates to Work Plan.** Ongoing
- **Item 12 – Any Other Business.**

Overview and Scrutiny. The Host stated a volunteer was required to attend meetings in the absence of Sheila Barnes. John Burke put his name forward and all present agreed.

Action: Host to issue the meeting dates to John Burke.

Equality Delivery System. John Burke informed the group that when attending the Equality and Human rights meeting on 18th March 2011 it was announced that the LINK will be playing a major role in the Equality Delivery System.

Action: The Host to send copies of information received from John Burke and John Leask to all Executive Board members in preparation for the next Executive Board meeting.

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360° Stakeholder Feedback Appraisal – John Leask. The Host informed the group John Leask (LINK Contract Manager) had the results from the recent 360° Stakeholder Feedback Appraisal and would like to discuss the findings with the Executive Board at the next Executive Board meeting scheduled for 19th April 2011. All agreed to John attending.

Action: Host to formally invite John to the next Executive Board meeting.

Care Quality Commission – Sharon Kelly. The Host stated Sharon Kelly from the Care Quality Commission would like to attend an Executive Board meeting in the near future to discuss the current changes within the Care Quality Commission regarding HealthWatch and any other areas that may affect the LINK. All agreed to Sharon attending the meeting scheduled for 17th May 2011.

Action: Host to invite Sharon to attend May's Executive Board meeting.

Health and Well Being Board. Sheila Barnes informed the group the DMBC had sent an invitation for a representative of the LINK to attend the Shadow Health and Well Being Board on 20th April 2011. John Burke suggested Sheila Barnes represent the LINK and all present agreed.

Action: Sheila Barnes to contact the DMBC to confirm she will be attending and to feedback to the Executive Board.

Disability Advisory Service (DIAL) – John Burke. John Burke explained that DIAL now had a holiday home available for hire especially designed for people with Autism. For more information contact DIAL.

Yorkshire and Humber CQC and LINKs Event. The Host informed the group that there were two places available for LINK members to attend the event being held in Leeds on 16th May 2011. The Host stated John Leask (LINK Contract Manager) had received information about the event and expressed an interest in attending. All agreed the two places would be required by LINK members and John Leask to be asked to source an invite independently from the LINK. Paul Morton and Ron Hughes agreed to attend the meeting.

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Action: The Host to inform John Leask of the Board's decision and to reserve the two places available to the LINK.

Changes to the Clinical Services Review. Sheila Barnes informed the group that NHS Doncaster and NHS Bassetlaw have changed the timescales for the public consultation to two phases as follows:

- Phase 1: 90 day public consultation starting in May 2011
- Phase 2: 90 day public consultation starting in October 2011

Annual General Meeting and Annual Report. Sheila Barnes stated the LINK's Annual General Meeting will take place in June 2011 and volunteers would be required to be part of the sub group.

Action: Host to ask for volunteers in the next mail shot.

- **Item 13 – Next Executive Board Meeting.** Tuesday 19th May 2011 from 10am at DBIC.

Adjournment:

The meeting closed 12.10pm.

Minutes prepared and submitted by:

Jan Higgins (Senior Administrator – Doncaster LINK Host)

Executive Board Meetings for 2011

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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