

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

**Date:**

19 April 2011

**Time:**

10am

**Venue:**

Doncaster Business Innovation Centre

**Attendees:**

Sheila Barnes (Chair)

John Burke

Rita Holdsworth

Paul Morton

Dunlop Griffith

Donna Cibor (Host)

Richard Brocklehurst (Host)

**Apologies:**

Kay Kirk, Glyn Jones, Ron Hughes, Karen Wardman and Joyce Parrott

**Non Attendees:**

Debbie Osborne.

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

**Opening:**

Sheila Barnes (Chair) opened the meeting by welcoming all and giving introductions to new members. Sheila stated the code of conduct along with the 7 Nolan Principles and asked if there were any declaration of interests – none were made. Apologies received were given for members unable to attend.

- **Item 4 – Minutes from meeting dated 29<sup>th</sup> March 2011** All agreed the notes were correct with the following amendments:

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.

Next Executive Board Meeting on page 6, should be 19<sup>th</sup> April 2011 not 29<sup>th</sup> March 2011.

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

- **Item 5 – Action Points from Previous Meeting.**

**Upcoming Dates for Overview and Scrutiny Meetings:** John Burke noted he had not received any dates for the upcoming meetings, Sheila Barnes explained that they were currently in PURDA and the dates would be sent once agreed.

**Medication Sub Group –** The Host informed the Board that the date for the first Medication Sub Group would be finalised before the break up for Easter and was anticipated to take place towards the end of May

**Action:** Host to confirm the date with all Medication Sub Group members before the Easter Holidays

**Training Matrix –** The Host informed the Board the invitations to attend the IT Taster sessions had been sent out to the wider membership, all responses need to be back by the beginning of May

**TMCR 95.3fm – Local Radio Station Update –** The Host updated the members of the Board that on the 5<sup>th</sup> April 2011, Paul Morton and a member of the Host team took part in an ‘on air’ presentation informing listeners in the Thorne/Moorends area about Doncaster LINK and the work that is being carried out, forthcoming events etc. A regular slot has been allocated to the LINK on the ‘Weekly Community Update’ programme with the option to be included in the ‘On Air Update’ programme which will take place every six weeks. The Host will continue to liaise with the station and organise the next guest slot.

**Action:** Host to organise the next guest slot with the station and arrange for a LINK member to attend alongside the Host.

**Health and Wellbeing Board –** Sheila Barnes informed the group she would be attending the first Health and Wellbeing Board meeting on Wednesday 20<sup>th</sup> April and would send a report detailing her findings.

**Action:** Sheila Barnes to issue the report to the Host.

**Care Quality Commission – Sharon Kelly –** The Host informed the Board that Sharon Kelly would not be able to attend the Executive Board Meeting in May due to prior commitments.

**Action:** The Host to invite Sharon Kelly to the Executive Board meeting in June.

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

**Item 6 – John Leask 360 Appraisal Update** – John Leask gave a brief background behind the purpose of the 360 Evaluation and why it is in place then went on to explain the following responses that had been received:

**10 out of 16 responses from LINK Executive Board and Sub Group Members**

**3 out of 9 responses from Statutory Organisations**

John felt this was a disappointing responses from the Statutory Organisations and made the recommendation that for future 360s the Host have identified they are sending the 360 to the right Statutory Organisations.

**4 out of 4 responses from Local Organisations**

**2 out of 5 responses from the wider LINK members.**

### **Communication**

John stated that overall the report showed very satisfactory levels of communication by the Host. John added the Host had accurately appraised themselves and any comments made were not unduly negative.

### **Teamwork**

The results showed a good level of satisfaction indicating the Host team work well as a team and deliver a strong support to the LINK.

### **Productivity**

John stated he was overall very satisfied with the results around productivity and this demonstrated the Host team were completing their role to a high standard and working well as a team.

### **Overall Feedback**

John concluded his comments by saying he felt the results from the 360 evaluation demonstrated the LINK currently had a strong Host team in place.

**Item 7 – Doncaster Delivering Race Equality Steering Group** – In the absence of Debbie Osborne this was deferred until the next meeting

**Item 8 – Annual Report Update** – The following members will form the Annual Report Working Group:

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

Jeannette Fish Sheila Barnes Paul Morton  
The first meeting will take place in May 2011

**Action:** The Host to organise the first meeting middle of May

- **Item 9 – Annual General Meeting** – The following members will form the Annual General Meeting Working Group  
Jeannette Fish Sheila Barnes Paul Morton  
The first meeting will take place in May 2011

**Action:** The Host to organise the first meeting middle of May

- **Item 10 – Updates to Work Plan** – The Host informed the Board all relevant updates will be made to the Work Plan and a copy will be sent to the Executive Board before the next meeting.

**Action:** Host to update the work plan and send copies to all Board Members

**Finance Sub Group** – Sheila Barnes updated the Board stating that the Financial Forecast for 2011/12 had been completed and despite the funding been reduced the LINK were sitting comfortably with a contingency built in for the transition into HealthWatch. Sheila Barnes proceeded to read out a formal letter from the Disability Cluster requesting £500.00 from the LINK towards the next Disability Awareness Day. It was explained that the Disability Cluster are currently seeking additional funding towards the day from other sources and that due to the reduced funding available to the Cluster the Deaf Trust were offering the venue for free this year, which is equivalent to the £500.00 sponsorship from the LINK. The decision to grant the £500.00 was put to the Board to vote on with the following outcome:

Paul Moron: Yes Rita Holdsworth: Yes Dunlop Griffiths: Yes  
Sheila Barnes: Yes John Burke: Abstain

**Hospital Discharge Working Group** – Rita Holdsworth explained the working group would be concluding after the final meeting in May. The response to the recommendations made had been positive and a final report would be produced at the next meeting.

**Chiropody/Podiatry in Thorne/Moorends** – Paul Morton explained that a follow up letter had been sent to Andrew Brankin requesting information on what recommendations had been put into place based on the report published by the LINK.

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

**Dentistry in Highfields** – The Host confirmed a launch will take place at Highfields School on 3<sup>rd</sup> May to conclude this piece of work. The Host are working on a press release for the PCT Health Magazine and have invited the Free Press to attend.

**Action:** The Host to deliver a final update at the next Executive Board meeting.

**ICE Group** – The Host gave a brief update on what the ICE group are working on in 2011/12, a copy of the engagement plan will be available at the next meeting. The next coffee morning is taking place at the Salvation Army on the 10<sup>th</sup> May.

**Action:** The Host to finalise the current Engagement Plan and issue to all Executive Board members in May.

- **Item 11 – Any Other Business**

**HealthWatch Pathfinder Status** – Sheila Barnes gave an update to the Board about a meeting that took place on 18<sup>th</sup> April 2011 between DMBC, Chair and Vice Chair of Doncaster LINK and members of the current Host Team to discuss the upcoming proposal for HealthWatch Pathfinder Status. Sheila explained that all parties had a clear understanding of what the proposal should contain and the draft proposal would be put together and finalised on the 6<sup>th</sup> May. Dunlop Griffiths requested that all Board members be sent a copy of the draft proposal to give a clear indication of the content. This was agreed but stated the draft proposal was for information only.

**Action:** Sheila Barnes and the Host to send a confirmation E Mail to John Leask stating that the Executive Board was happy for the proposal to go ahead. The Host to issue a copy of the draft proposal to all Executive Board members once received from John Leask.

**3 Month Extension to LINKs** – The Board discussed the latest development of LINKs continuing to run until July 2012, the Board agreed that discussions would need to take place around the current elected members and how the 3 month extension could be managed. All agreed this would need to be discussed at a later date.

George Webb – Sheila Barnes informed the Board that George Webb had requested to join the LINK Executive Board as a representative of

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

Doncaster and Bassetlaw Board of Governors. The Board discussed the possibility and a unanimous vote was made against George Webb joining.

**Action** – Sheila Barnes to draft a letter to George Webb confirming the decision, the Host to send out.

The Host informed the Board a contact timetable for the Host team would be sent out to the wider membership in May

The Host explained an invitation for a Board member to attend the National Clinical Advisory Team meeting at Montague Hospital on the 16<sup>th</sup> May had been sent. Any members of the Board who are available to attend to contact the Host team.

### **Adjournment:**

The meeting closed at 12 noon

### **Minutes prepared and submitted by:**

Donna Cibor (Team Leader – Doncaster LINK Host)

### **Executive Board Meetings for the remainder of 2011**

Tuesday 17<sup>th</sup> May 2011 DBIC 10am

Tuesday 19<sup>th</sup> July 2011 DBIC 10am

Tuesday 13<sup>th</sup> September 2011 DBIC 10am

Tuesday 15<sup>th</sup> November 2011 DBIC 10am

Tuesday 14<sup>th</sup> June 2011 DBIC 10am

Tuesday 16<sup>th</sup> August 2011 DBIC 10am

Tuesday 18<sup>th</sup> October 2011 DBIC 10am

Tuesday 13<sup>th</sup> December 2011 DBIC 10am

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

Tel: 01302 554970  
Typetalk: 01302 554970  
Mobile: 07525 237735  
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)