

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

Date: 9th May 2011

Time: 1pm

Venue: Doncaster Business Innovation Centre

Present: Deidre Coward (Chair)
George Maitland
Kay Kirk
Joan Shacklock
Dot Head
Richard Brocklehurst (Host)
Donna Cibor (Host)

Apologies: Sheila Barnes

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 4th April.** Notes of the meeting were accepted. Kay Kirk raised a concern in relation to item 4 on the notes. This item related to the sending of a letter to a provider in relation to an issue being raised by one LINK member. This action had been carried out not in accordance with agreed protocols. The agreed protocols are that at least three members should raise a concern before it is discussed and also the matter needs to be raised with the Executive Board prior to any action being taken. There had been a precedence where the Executive Board had acted on an issue raised by a single member but this information had not been cascaded to the ICE group. In light of this it was felt the ICE group needed sight of the Executive Board minutes prior to their own meetings. It was agreed by the group that they had not followed agreed protocol and the following actions were agreed upon.

Action: Action taken by ICE group to be raised at next Executive Board to make them aware of situation.

Copy of letter sent to member to be given to ICE group.

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ICE group to ask for clarification at Executive Board around agreed protocols for raising issues and action therein taken.

Executive Board minutes to be sent to Dot Head, Joan Shacklock and George Maitland. RB will action this each month and place an item on ICE group agenda to discuss content.

- **Item 4 – Engagement Plan 2011/12**

Date	Activity	Venue
10 May 2011	Health Event	Salvation Army
10 June 2011	AGM	TBC
21 June 2011	NHS Update	Trades Club
12 July 2011	Mental Health Event	Trades Club
23 September 2011	Healthwatch and Public Health Update	Salvation Army
13 October 2011	Cancer Awareness	Ivanhoe Centre
11 November 2011	Question Time Event	Rugby Club
6 December 2011	Xmas Social	Trades Club
7 February 2012	Moving Forward Event	Salvation Army

The above is a list of confirmed dates for activity over the coming year. Kay Kirk raised a concern that the group were moving away from actively engaging with the wider community in order to hear their concerns regarding Health and Social Care issues. The ICE group had previously agreed at their last two meetings that their role, in this transition year, was to primarily provide information whilst at the same time gathering issues to be collated and feedback into the system. Kay wished that the group discuss the matter further in order to be clear on its direction. The group requested that the individual pages of the Engagement Plan matched the contents page in relation to themed coffee mornings.

Action: Host to place role of ICE group on next agenda.

Host to amend Engagement Plan to reflect themed coffee mornings.

- **Item 6- Host Update.** Doncaster LINK in association with DMBC has applied for pathfinder status for HealthWatch with the Department of Health. There are to be 10 pathfinder HealthWatches across England. The purpose of the pathfinders is to trail activity on a HealthWatch basis and to provide best practice guidance. If Doncaster LINK is not

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successful in gaining pathfinder status it will still set up a HealthWatch sub group to look at how it works towards Local HealthWatch status. The group were asked for volunteers to put their names forward to be on the subgroup.

Action: Kay Kirk and Dot Head registered interest in joining HealthWatch sub group.

- **Item 6- Any Other Business.** Dot Head requested information about the next newsletter. The Host informed the members there had been a delay in publishing the next edition of the newsletter.

Action: Host to contact Newsletter members to work out way forward.

Joan Shacklock wished to see sight of reports placed on website in relation to events held by the ICE group.

Action: Host to show any completed reports at ICE meetings.

Kay Kirk had met with a group called People Relying on People who are interested in the work of the LINK. Kay Kirk informed the group that GP Commissioning Board had been set up in Doncaster and she would feedback more information when available.

Action: Host to make contact with group.

- **Item 7.** The following ICE group meeting dates have been agreed for 2011 at Doncaster Business Innovation Centre from 1pm -3pm.

06/6/11, 04/7/11, 01/8/11, 05/09/11, 03/10/11, 07/11/11, 05/12/11

Adjournment: The meeting closed 2.30pm

Notes submitted by: Richard Brocklehurst

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