

# DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

**Date:**

17 May 2011

**Time:**

10am

**Venue:**

Doncaster Business Innovation Centre

**Attendees:**

Sheila Barnes (Chair)	Dunlop Griffith	Karen Wardman
Rita Holdsworth	Kay Kirk	Debbie Osborne
Paul Morton	Glyn Jones	Jayne Bell (Host)
Jan Higgins (Host)		

**Apologies:**

John Burke, Ron Hughes and Joyce Parrott

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

**Opening:**

Sheila Barnes (Chair) opened the meeting by welcoming all. Introductions were made for the benefit of new members. Sheila stated the code of conduct informing all that the 7 Nolan Principles were to be followed. Sheila 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 19<sup>th</sup> April 2011** All agreed to the following amendments:

Page 1 – Dunlop Griffiths to read Dunlop Griffith.

Page 1 – Karen Wardman stated she gave her apologies, notes to be amended.

Page 2 – Item 5 (Actions from Previous Meeting - TMCR 95.3fm). Paul Morton stated that all LINK activities were discussed and not just the Podiatry/Chiropody group's work. All agreed to amend the notes to reflect this.

Page 3 – Item 6 (John Leask 360° Appraisal Update – Overall Feedback). The group agreed to remove the final sentence '*This was endorsed by the Executive Board and John Leask left the meeting*'.

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

Page 3 – Item 6 (John Leask 360° Appraisal Update). Dunlop Griffith stated the terminology could lead to confusion and suggested 'All Round Appraisal' would be a better term. The Host agreed to make John Leask aware of the comments raised. No amendment to original notes.

Page 4 – Item 10 (Finance Sub Group). All agreed to change third sentence to read '*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 sponsorship from the LINK*'.

Page 5 – Item 11 (Any Other Business – Health and Well Being Board). All agreed this needs to be removed as it is already covered on page 2.

Page 6 – Item 11 (Any Other Business – Care Quality Commission – Sharon Kelly). All agreed this to be removed as it is already covered on page 2

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

**Medication Sub Group.** The Host confirmed a date for the first meeting had been arranged for 25<sup>th</sup> May 2011.

**Health and Well Being Board.** Sheila gave the group a brief overview of the meeting. Karen Wardman stated many of the voluntary sectors had expressed an interest in becoming a member. Sheila agreed to raise this at the next meeting.

**Action:** Sheila Barnes to submit a report to the Host who will send a copy to all Executive Board members.

**Care Quality Commission.** Sheila informed the group Sharon Kelly was unable to attend the June meeting.

**Action:** The Host to contact Sharon to invite her to attend the July or August Executive Board meeting.

**Hospital Discharge Report.** Rita Holdsworth informed all the final report needed a couple of minor changes and would be ready for issue from 23<sup>rd</sup> May 2011.

**Action:** Host to issue a copy to members of the Executive Board.

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

**Updates to Work Plan.** The Work Plan had been updated and a copy given to the Executive Board members.

**ICE Group.** The Host stated they were awaiting confirmation from a couple of venues and when received the engagement plan would be finalised and issued to the Executive Board.

**HealthWatch Pathfinder Status.** The Host issued a copy of the proposal that was sent. Dunlop Griffith stated he had not received a draft copy as agreed at the previous meeting. The Host apologised and stated this had been an oversight on their part. Sheila informed all that a reply was expected in June 2011 stating whether or not the LINK had been successful.

**George Webb.** Sheila stated a letter had been sent to George Webb informing him of the Board's decision not to invite him on to the Board as a representative of Doncaster and Bassetlaw Board of Governors.

- **Item 6 – Working Groups: Comments Raised from Notes Issued.**

**GP Access Sub Group**

Update given (please refer to summary notes dated 03/02/11).

**Hospital Discharge Sub Group**

Update given (please refer to summary notes dated 04/05/11).

**Dentistry in Highfields Sub Group**

The Host informed the group the campaign had been a great success, toothbrushes and toothpaste had been issued to all children along with a 'goody bag' containing promotional goods and a flyer from the LINK with details of how to contact a dentist. A second event is being planned for 5<sup>th</sup> July 2011.

**Autism Awareness Sub Group**

Update given (please refer to summary notes dated 14/04/11).

**Podiatry/Chiropody in Thorne/Moorends Sub Group**

Update given (please refer to summary notes dated 13/04/11).

**ICE Group**

The Host updated the group with regards to the engagement plan taking events up to 31<sup>st</sup> December 2011.

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

**Action:** Host to distribute Engagement Plan to Executive Board upon completion (as stated above).

- **Item 7 – Doncaster Delivering Race Equality Steering Group – Ongoing.**

**Action:** Host to contact Ninda Randhawa to obtain notes of any meetings she has previously attended and update the group at the next meeting.

- **Item 8 – Annual Report – Update.** Sheila stated the first meeting had taken place on Thursday 12<sup>th</sup> May 2011 and the group had agreed to use the previous years' format for the report. Sheila mentioned a new LINK member Jeannette Fish - with a wealth of experience in producing Annual Reports - had agreed to be part of the sub group giving some very positive input.

**Action:** Host to issue a copy of the report to the Executive Board upon completion.

- **Item 9 – Annual General Meeting – Update.** Sheila informed all the meeting took place at the same time as the annual report and stated volunteers would be required to help on the day. The event will commence at 10am, lunch at 12 noon and will end at 1pm.

**Action:** Host to issue a copy of the agenda to the Executive Board upon completion.

- **Item 10 – Host Update.** The Host informed the group Donna Cibor (Doncaster LINK Host Team Leader) would be leaving early June 2011. A replacement would be sourced but in the interim period the existing team would share Donna's work load. Jayne Bell will commit 2 days per week to working for Doncaster LINK from July 2011 and Jan Higgins will work an extra day per week commencing 6<sup>th</sup> June 2011. In view of this, the group agreed the setting up of a new sub group would place too much strain on the existing team and would defer the first meeting until August 2011.

**Action:** The Host to cancel the meeting scheduled to take place 25<sup>th</sup> May 2011 and arrange a meeting for August 2011.

- **Item 11 – Updates to Work Plan.** Ongoing.

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

- **Item 12 – Any Other Business.**

### **Care Quality Commission Meeting**

Paul Morton stated he and a member of the Host team had attended the meeting and gave a brief overview.

**Action:** Paul to submit a report to the Host who will issue a copy to Executive Board members.

### **Issues/Concerns Reported to the LINK**

Kay Kirk wished to clarify the procedure with regards to issues/concerns reported by the residents of Doncaster to volunteers and the Host team. The Host stated all issues/concerns submitted to the Host are logged on a database and flagged up to the Executive Board when a group of people have identified the same issue/concern relating to providers of health and social care services. Kay stated on a previous occasion (please refer to Executive Board Summary Notes dated 4<sup>th</sup> April 2011) a letter had been sent from the LINK Chair requesting information as to what policies and procedures are in place at Doncaster and Bassetlaw Hospital NHS Foundation Trust regarding services provided to people with dementia. This issue should have only been flagged up to the Executive Board if it had been identified as an issue/concern by a group of people and not an individual. Sheila Barnes accepted responsibility for this happening and apologies were given.

**Action:** Going forward, the Host will include **Issues Raised in the Previous Month** as an item on the Executive Board agenda.

### **Radar MP Dialogue Scheme Event**

Glyn Jones informed the group that the SYCIL was holding an event on Saturday 4<sup>th</sup> June 2011 at the SYCIL, M&M Business Park, Doncaster Road, Kirk Sandall, Doncaster, DN3 1HR from 11am.

**Action:** Glyn to submit a flyer to the Host for distribution to all LINK members/contacts.

### **LINK Election Process**

Dunlop Griffith stated the election process needed to be looked at and improved.

**Action:** In the event of a future election the Executive Board to look at improving the process with the help of Dunlop Griffith.

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

## **HealthWatch Advisory Group**

Sheila Barnes informed the group that she and a member of the Host team had attended a meeting in April 2011 at which time Jim Kerr was elected on to the group.

**Action:** Sheila to submit the report and Host to issue a copy to Executive Board members.

- **Item 13 – Next Executive Board Meeting.** Tuesday 14<sup>th</sup> June 2011 at the Doncaster Business Innovation Centre from 10am.

## **Adjournment:**

The meeting closed at 12 noon

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

Jan Higgins (Senior Administrator – Doncaster LINK Host)

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

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

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

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