

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

14 June 2011

Time:

10am

Venue:

Doncaster Business Innovation Centre

Attendees:

Sheila Barnes (Chair)

Joyce Parrott

John Burke

Paul Morton

Glyn Jones

Jayne Bell (Host)

Jan Higgins (Host)

Apologies:

Kay Kirk, Rita Holdsworth and Dunlop Griffith.

Non Attendees:

Debbie Osborne, Ron Hughes, and Karen Wardman.

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

Opening:

Sheila Barnes (Chair) opened the meeting by welcoming all, stating the code of conduct and apologies received were given for members who were unable to attend.

- **Item 4 – Minutes from meeting dated 17th May 2011** All agreed to the following amendments:

Page 1 – Attendees – Dunlop Hamilton to read Dunlop Griffith.

Page 5 – Item 12 – Any Other Business – Radar MP Dialogue Scheme Event. First sentence to read; *Glyn Jones informed the group that the SYCIL* etc.

Page 2 – Item 10 – Finance Sub Group. John Burke stated there had been a misunderstanding at the meeting held on 17th May 2011 with regards to funding from the Deaf Trust. The Deaf Trust HAD NOT agreed to provide the venue for free but had agreed to look at sponsorship in the event of insufficient funds being sourced.

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

- **Item 5 – Action Points from Meeting 17th May 2001.**

Page 2 – Health and Well Being Board. Sheila Barnes gave copies of the minutes to the Host for filing. Copies available upon request.

Page 2 – Care Quality Commission. The Host informed the group Sharon Kelly from the CQC had agreed to attend a small meeting on either the 7th, 11th, or 18th July 2011. The group agreed to the meeting taking place on 18th July 2011, in the afternoon (time to be confirmed). Sheila Barnes, John Burke and Joyce Parrott agreed to take part.

Action: The Host to inform Sharon Kelly and agree the time.

Page 2 – Hospital Discharge Report. The Host stated the report had been sent to all Executive Board members and all agreed it was an excellent report.

Page 4 – Engagement Plan. The Host informed the group a copy had been sent to all Executive Board members. The group agreed they were pleased with the completed item.

Page 4 – Delivering Race Equality Steering Group. The Host informed all present that Ninda Randhawa had been contacted but had not, as yet, responded. Sheila Barnes stated it would be wise to contact Wayne Goddard to get an essence of where the group was at. All agreed to ask Debbie Osborne if she would like to be the LINK representative.

Page 4 – Annual Report. The Host informed the group copies of the Annual Report had been issued.

Page 5 – Radar MP Dialogue Scheme Event. Glyn Jones stated the event had been a great success.

- **Item 6 – New Issues to be Discussed and Prioritised.** No new issues discussed or prioritised.
- **Item 7 – Comments/Issues/Concerns Re: Current Work Groups.** No comments/issues/concerns were discussed.

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

- **Item 8 – HealthWatch/Pathfinder Update.** Sheila Barnes informed the group a response had not yet been received regarding the LINK application to be involved but a reply was expected by the end of July 2011. All agreed to Sheila's proposal to set up a new HealthWatch sub group regardless of the outcome of the LINK's application. The following members agreed to be on the sub group - John Burke, Sheila Barnes, Paul Morton and Joyce Parrott.
- **Item 9 – Annual Report – Update.** The Host stated the Annual Report had been completed and issued.
- **Item 10 – Host Update.** Jayne Bell (Host team) informed the group a recruitment process was underway to source a new Team Leader.
- **Item 12 – Any Other Business.**

Disability Event. John Burke updated the group with regards to the Disability event being held on 2nd July 2011.

Training. The Host stated feedback forms were being sent to members who attended the IT training sessions held in May 2011 to evaluate how successful the training had been. The Host also stated half a day was owed to the LINK by Karen Foy and all agreed to have the training session based around HealthWatch. The group was also informed 2 days training were owed by Trudy Pankhurst Green.

Action: John Burke (LINK Training Officer) and the Host to hold a meeting to discuss returned feedback forms and training days owed by Karen Foy and Trudy Pankhurst Green.

Executive Board Attendees. John Burke highlighted the fact that Executive Board members attending Executive Board meetings seemed to be on the decline.

Action: The Host to provide the previous 12 months attendance records and apologies received for members unable to attend meetings of all Executive Board members for discussion at the next meeting.

PCT Meeting. Joyce Parrott informed the group she had attended a meeting on 9th June 2011 and would provide a report to the Host which would be made available to members upon request.

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

- **Item 13 – Next Executive Board Meeting.** Tuesday 19th July 2011 at the Doncaster Business Innovation Centre from 10am.

Adjournment:

The meeting closed at 11am.

Minutes prepared and submitted by:

Jan Higgins (Senior Administrator – Doncaster LINK Host)

Executive Board Meetings for the remainder of 2011

Tuesday 19th July 2011 DBIC 10am

Tuesday 13th September 2011 DBIC 10am

Tuesday 15th November 2011 DBIC 10am

Tuesday 16th August 2011 DBIC 10am

Tuesday 18th October 2011 DBIC 10am

Tuesday 13th December 2011 DBIC 10am

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

**Tel: 01302 554970
Typetalk: 01302 554970
Mobile: 07739 200187
Fax/Text: 01302 554996
Email: doncaster.admin@carersfederation.co.uk
Website: www.doncasterlink.co.uk**