

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

Date:
10th October 2011

Time:
1pm

Venue:
DBIC

Present:

Deidre Coward (Chair), George Maitland, Dot Head, Kay Kirk, Sheila Barnes, Joan Shacklock and Richard Brocklehurst (Host).

Apologies:

None

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 5th September 2011.** Notes of the meeting were accepted.
- **Item 4 – Executive Board Notes and Sub Groups Review.**-The group accepted the notes. A discussion took place around attendance at Executive Board meetings. The group also noted that attendance by representatives at other groups needs to be monitored to ensure influence. Kay was updated on the progress of the Autism and Chiropody subgroups.
- **Item 5- Event 23rd September 2011 Review.** The event had been very well received. The only action would be to utilise the microphone facility at future events at the Salvation Army.
- **Item 6- Event 13th October 2011 Update.** The event was booked and all necessary arrangements were complete.
- **Item 7- Event 11th November 2011 Update.** The group discussed the event and agreed the outlined agenda as below:
 - ◆ **10:00 Registration**
 - ◆ **10:20 Introduction Sheila Barnes**
 - ◆ **10:30 Question Time**

Questions to be detailed on separate sheet and person who set question to have the opportunity to respond to answers.

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- ◆ **11:45** **Open Forum**
Discussion around answers given on the day.
- ◆ **12:00** **Closing Remarks**
- ◆ **12:15** **Lunch**

Panel names to be detailed on the agenda.

The group wished directions to be placed on the site to assist with people attending the event.

- **Item 9- Any Other Business.** Dot Head gave an update on the MacMillan event attended on 3rd October 2011. Sheila Barnes informed the group that the LINK had been given responsibility for community engagement around Doncaster HealthWatch.
- **Item 10- Next Meeting Date.** It was agreed the next meeting will be Monday 7th November 2011 at 1.00pm.

The following dates have been agreed upon for future ICE group meetings: 7th November 2011 and 5th December 2011.

Adjournment:

The meeting closed 2:15pm

Notes submitted by and prepared by:

Richard Brocklehurst

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