

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

**Date:**

5th December 2011

**Time:**

1pm

**Venue:**

Doncaster Business Innovation Centre

**Present:**

Deidre Coward (Chair)

Dot Head

Kay Kirk

Sheila Barnes

Joan Shacklock

George Maitland

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 November.** Notes of the meeting were accepted. The Host had spoken to the Cancer Awareness Team.
- **Item 4 – Executive Board Notes and Sub Groups Review.** There had been no Executive Board meeting since last ICE Group meeting.
- **Item 5 – Event 11<sup>th</sup> November Review.** The event had been very well received and in particular it was vital that the Clinical Commissioning Group had been represented. Signage had proved an issue due to the large number of people at the venue. A report of the event to be issued to ICE Group.

**Action:** Host to provide a copy of report at the next meeting.

- **Item 6 – Event 6<sup>th</sup> December – Update.** The event was booked and all necessary arrangements were complete.
- **Item 7 – Sine FM.** The present contract with SINE FM had finished. The group agreed to present to the Executive Board an extension of 3 months at a cost of £246.

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**Action:** Kay Kirk to present to Executive Board.

- **Item 8 – Any Other Business.** The event due to take place 7<sup>th</sup> February 2012 clashes with another event. It was agreed to try and reschedule.

**Action:** Host to contact Joan Beck.

## **2012 Engagement Plan**

The Host explained that in 2012 an engagement plan will be devised around local HealthWatch, the first part of which was to produce a presentation regarding HealthWatch to go out into the community to deliver. The ICE group agreed to support the Host in pulling together the presentation and to delay the next meeting in order to carry out this piece of work. Kay Kirk has had contact with the Learning Disability Partnership Board who wishes to receive a presentation from the LINK. It was agreed this would be an ideal opportunity to present HealthWatch to this particular group. The Host and Kay would liaise to organise a suitable date.

- **Item 9 – Next Meeting Date.** It was agreed the next meeting will be Monday 23rd January at 1.00pm.

The following dates have been agreed for ICE group meetings in 2012:

**23 January 2012**

**6 February 2012**

**5 March 2012**

## **Adjournment:**

The meeting closed 1.45pm

## **Notes prepared and submitted by:**

Richard Brocklehurst (Community Engagement Office – Doncaster LINK Host)

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