

DONCASTER LINK – EXECUTIVE BOARD – MEETING NOTES

Date:

13th December 2011

Time:

10am

Venue:

Doncaster Business Innovation Centre

Present:

Sheila Barnes (Chair)

Glyn Jones

Kay Kirk

Dunlop Griffith

Jayne Bell (Host)

John Burke

Debbie Osborne

Paul Morton

Dave Dutton (Host)

Jan Higgins (Host)

Apologies:

Rita Holdsworth, Joyce Parrott and Ron Hughes

None Attendees:

Karen Wardman

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

Opening:

Sheila Barnes (Chair) opened the meeting by welcoming all. Sheila stated the code of conduct and asked if there were any declaration of interests – none were made. Apologies were given for members unable to attend.

- **Item 4 – Minutes from meeting 18th October 2011.** All agreed the notes were a true reflection of the meeting.

Matters arising from meeting 18th October 2011

Equality Delivery System. Host to contact Sarah Atkins Whately (Assistant Director of Governance and Equality – NHS Doncaster) and invite to the next Executive Board meeting.

- **Item 5 – New issues to be discussed and prioritised.** Sheila Barnes informed the group that an issue had been raised around transport provided for hospital appointments. The son of an 86 year old lady was not allowed to travel/accompany his mother in the provided transport to a hospital appointment at Doncaster Royal Infirmary (DRI). He was told he would have to make his own way there. As the gentleman did not

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drive he had to use public transport. This resulted in his mother arriving long before he did. Upon reaching the hospital his mother was made to walk from the vehicle to the clinic when she should have had access to a wheel chair. The group agreed for a letter to be sent to the DRI asking what procedures were currently in place with regards to providing transport (when deemed appropriate) for patients attending hospital appointments. John Burke suggested a copy of the letter be sent to PALS (Patient and Liaison Service).

Action: Sheila Barnes to draft a letter and the Host to send. Host to feedback the response at the next Executive Board.

- **Item 6 – Comments/Issues/Concerns re current work groups.**

Podiatry/Chiropody in Thorne/Moorends. Paul Morton stated a final meeting would be taking place to bring the group's work to a close.

GP Access Sub Group. Sheila informed the group that a final letter would be drafted which would – for the present time – bring the group to a close.

ICE Sub Group. Kay Kirk stated the LINK had been invited to give a presentation to the Learning Disability Partnership Board around HealthWatch. The Host informed the group the ICE Group would be creating an Engagement Work Plan up to 31st March 2012.

- **Item 7 – Selection Process: Membership of Doncaster Local HealthWatch Community Involvement & Engagement Sub Group.** Sheila Barnes informed the group that there had been a total of 8 application forms received from sub group members wishing to be considered a suitable candidate for the 2 vacancies on the sub group. A selection process/matrix was devised and agreed upon. The following members were successful in becoming a LINK representative on the Doncaster Local HealthWatch Community Involvement and Engagement Sub Group:

Joyce Parrott
Gwen Campbell

Action: Host to send a letter to successful/unsuccessful applicants.

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- **Item 8 – Health and Wellbeing/HealthWatch Updates.** Sheila Barnes informed the group she had attended a meeting in London on 15th November 2011 with Tony Baxter and Rupert Suckling (Joint Directors of Public Health). Sheila also stated she was attending a ‘Webex’ meeting on Friday 16th December 2011 with Theo Jarratt (Programme Manager) at the Doncaster Metropolitan Borough Council.

Action: Sheila Barnes to produce a report and send to the Host who will distribute to the Executive Board.

Sheila stated that the LINK had allocated £8,000 to HealthWatch. The group agreed this figure was still relevant but suggested the LINK would be flexible and if necessary increase the budget accordingly.

- **Item 9 – Any Host Update.** Sheila Barnes informed the group that Doncaster Local Authority has put the LINK Hosting contract out to tender for the period April – September next year. It had originally been expected that the contract would be rolled over for this period, however the legal team at the Local Authority have decided that it must go out to tender.

The Host organisation (Carers Federation) are currently in the process of completing the tender application form and have written to Sheila Barnes to ask if the Executive Board would consider submitting a letter of support to the Local Authority in relation to the Carers Federation continuing as Host, based on the standard of support they have provided to date. The Executive Board agreed to this request.

Action: Sheila Barnes to submit a letter of support to Doncaster Metropolitan Borough Council.

- **Item 10 – Any Other Business.**

Doncaster Clinical Commissioning Group Representation

The Host informed the group that there are a further 2 events (in a series of 3) being arranged by Patient and Public Involvement Group, a sub group of the Doncaster Clinical Commissioning Group, and referred this item to the Chair for the Board to discuss LINK representation. It was agreed that Debbie Osborne will attend the 2 events being held in December 2011 and January 2012.

Action: The Host to confirm LINK member representation/contact details with the event administrators (Primary Care Trust).

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LINK Work Plans: Sub Group Work Closure Statement

The Host informed the group that a Carers Federation Internal Review and Improvement Audit of LINK processes was undertaken on 15th November 2011. A recommendation arising from the audit was that it would be good practice to include a closing or concluding statement in the Work Plan once the work of a sub group has been concluded. The Board approved this recommendation.

LINK Member Training

John Burke raised the issue of LINK member training, making the point that we need to utilise some trainer resource time (2 ½ days) which has been paid for but not yet taken.

John also stated that there has been Executive Board agreement that any future training requirements should focus around issues relating to the development of local HealthWatch, and that there is now some urgency regarding this. Following discussion, it was agreed that the Training Group should research the availability of appropriate generic training around Community Engagement, Awareness Raising, Communication and Equality & Diversity, which is relevant to HealthWatch; and then gauge the level of interest amongst members.

Action: Host to approach training provider (Karen Foy) to discuss the development of an initial/appropriate training programme.

Flying Scotsman Health Centre

John Burke informed the meeting that the Flying Scotsman Health Centre, on Trafford Way and St Sepulchre Gate West, has recently opened. The Centre houses a GP walk-in service on the first floor, a patients' advice service, Community Dental Services and out-of-hours dentistry, and a minor surgery suite.

Blue Badge Parking in Southern Bus Station

John Burke stated he wanted to make the group aware that improvements/renovations had taken place in the Southern Bus Station parking and blue badge parking had been lost. John stated DIAL would be taking the issue up with the Local Authority.

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Carers in Community Event

Debbie Osborne informed the group that a 'Carers in Communities Event' would be taking place on Thursday 15th December 2011 at the Baptist Church Hall, Chequer Road, Doncaster from 11am to 3pm.

- **Item 11 – Date of Next Executive Board Meeting.** Suggest Tuesday 17th January 2012 from 10am at DBIC (not agreed at meeting).
- **Item 12 – Close.** The meeting closed at 12.30pm.

Minutes prepared and submitted by:

Jan Riches/Dave Dutton (Senior Administrator/Team Leader– Doncaster LINK Host)

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