

DONCASTER LOCAL HEALTHWATCH
COMMUNITY INVOLVEMENT & ENGAGEMENT SUB GROUP
MEETING SUMMARY

Date:

24th November 2011

Time:

2:00pm

Venue:

Doncaster Business Innovation Centre

Attendees:

Sheila Barnes – Chair (Doncaster LINK)

Dave Dutton (Doncaster LINK Host)

Martin Walker (DMBC)

Julie Mouncher (RDASH)

Wayne Goddard (NHS Doncaster)

Tom McNight (CVS)

Debbie Osborne (DPC)

John Betts (Doncaster Youth Council)

Apologies:

Heather Keane (DBH)

D Beasley (Doncaster 50 Plus & OPP)

• **Item 1 – Welcome & Introductions.**

Sheila Barnes welcomed everyone to the meeting & introductions were made by members of the Group.

• **Item 2 – Code of conduct / Declaration of Interests**

Sheila outlined the code of conduct expected of Group members and asked if there were any declarations of interest – none were made.

• **Item 3 – Apologies.**

Apologies were received from:

Heather Keane (DBH)

D Beasley (Doncaster 50 Plus & OPP)

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- **Item 4 – Shaping the Community Involvement & Engagement Role for Doncaster Local HealthWatch: Project Plan & Action Plan**

Sheila summarised the purpose and key objectives of the Community Involvement & Engagement Sub-Group within the Doncaster Local HealthWatch (DLHW) structure. All agreed with Sheila's summary and that the Group will work towards raising awareness of the Government's proposal to establish LHW from October 2012, ensuring that LHW represents the interests and needs of all client groups in the Borough, and providing the public, patients and other stakeholders with an opportunity to have their say on what LHW might look like in Doncaster.

In connection with the above, an outline DLHW Community Engagement Matrix developed by Doncaster LINK and CVS at the request of the DLHW Steering Group, was distributed to provide an initial point of reference for the meeting. All agreed that the Matrix, approved by the DLHW Steering Group subject to minor amendments, was an objective visual representation of how an effective communication network for engaging with the public should work.

Action: LINK Host to amend DLHW Community Engagement Matrix.

It was agreed that the group's initial task was to establish a Project and Action Plan in order to set out and plan how to shape the community involvement role for Doncaster Local HealthWatch

The group discussed and agreed key objectives to begin work on, and include in the draft Project Plan. These objectives are to:

- (i) map existing Health & Social Care communications networks, building on the work started on the Community Engagement Matrix;
- (ii) look at ways to make effective use of Health & Social Care information held on individual organisation's databases; and
- (iii) Use and develop a wide range of methods to communicate information, using examples listed within the Project Plan as a starting point.

At the Group's request, the LINK representative is to draft an outline Project Plan relating to the discussion for presentation at the next DLHW Steering Group Meeting on 8/12/2011.

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Action: LINK Host representative to draft outline Community Involvement & Engagement Project Plan.

- **Item 5 –Any Other Business**

There were no other items.

- **Item 6 – Date of next meeting.**

The next meeting will be held at:

Room 5, Gresley House (NHS Doncaster), 9.30 – 11.00am on Thursday 15th December.

Minutes prepared and submitted by:

Dave Dutton (Doncaster LINK Host)

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