

**DONCASTER LOCAL HEALTHWATCH**  
**COMMUNITY INVOLVEMENT & ENGAGEMENT SUB GROUP**  
**MEETING SUMMARY**

**Date:**

15<sup>th</sup> December 2011

**Time:**

9.30am

**Venue:**

Gresley House

**Attendees:**

Sheila Barnes – Chair (Doncaster LINK)

Dave Dutton (Doncaster LINK Host)

Martin Walker (DMBC)

Julie Mouncher (RDASH)

Wayne Goddard (NHS Doncaster)

Tom McKnight (CVS)

Debbie Osborne (DPC)

Heather Keane (DBH)

Gwen Campbell (Doncaster LINK)

**Apologies:**

No apologies received

- **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. Dave Dutton raised a potential conflict of interest, in that the LINK Host, the Carers Federation, intends to tender for the Doncaster Local HealthWatch (DLHW) contract. No objections were raised in relation to this or to Dave attending the meeting for all items.

- **Item 3 – Apologies.**

No apologies were received.

- **Item 4 – Notes of 24/11/2011 Meeting**

The notes of the last meeting were agreed as a correct record

**DONCASTER LOCAL HEALTHWATCH**  
**COMMUNITY INVOLVEMENT & ENGAGEMENT SUB GROUP**  
**MEETING SUMMARY**

- **Item 5 – Furthering the Community Involvement & Engagement Role for Doncaster Local HealthWatch: Arranging an Engagement Programme**

As an introduction to this item, the Group related to and agreed the Community Involvement & Engagement Project Plan, which will be updated in line with progress made.

**Action:** LINK Host to update the Community Involvement & Engagement Project Plan as appropriate.

In relation to furthering the Community Involvement and Engagement role for DLHW, Sheila stated the need to arrange a community engagement programme and formulate definite plans as a matter of urgency. Following discussion around this, the Group agreed that initial priority action should include the planning of a major Local HealthWatch consultation / awareness raising event; to be supplemented by the implementation of a range of smaller community based initiatives. It was also agreed that there is an immediate need to communicate information about HealthWatch to the community, in terms of letting people know:

- what local Healthwatch is;
- what it will do;
- what they (as individuals) can do now; and
- what happens next.

Information will be communicated using the wide range of media and methods outlined in the Project Plan.

Firming up on the above, it was agreed to arrange a consultation / awareness raising event during February 2012. Wayne Goddard agreed to book a venue for a suitable date in late February , and Sheila Barnes agreed that event funding would be provided from an amount within the Doncaster LINK budget set aside for HealthWatch development.

**Action:** WG to arrange date / venue.

Post- meeting note: Wayne has booked the Salvation Army venue at Booth Avenue, Doncaster, 23 Feb 2012 10.00am – 2.00pm.

**DONCASTER LOCAL HEALTHWATCH**  
**COMMUNITY INVOLVEMENT & ENGAGEMENT SUB GROUP**  
**MEETING SUMMARY**

A format for the event was not finalised, but the Group agreed that in the absence of both local and national branding, it would be worthwhile to ask people attending the event to take part in a competition to design a logo to help promote Doncaster Local HealthWatch.

The Group agreed to use their various organisational networks and other available media to disseminate information around HealthWatch and publicise the forthcoming event.

- **Item 6 – DLHW Core Script**

The Group considered a draft Doncaster Local HealthWatch 'Core Script', being developed to provide clear & consistent information about Healthwatch development and the work of the DLHW Steering Group, and agreed amendments to the content and format.

It was further agreed that an information / publicity 'Flyer' should be developed from the 'Core Script' to publicise HealthWatch and the event planned for February.

Martin Walker asked that a draft version of the Flyer should be forwarded to DMBC & Doncaster Health 'Communications' departments for them to develop a final version for agreement by the Group, before publication. The Flyer needs to be finalised by 13/1/2012, the date of the next DLHW Steering Group meeting.

The Link Host was asked to produce an initial draft of the revised Core Script / Flyer and distribute this to the Group with the meeting notes.

**Action:** LINK Host to amend the Core Script / Flyer and distribute an initial draft with the meeting notes.

- **Item 7 –Any Other Business**

There were no other items.

**DONCASTER LOCAL HEALTHWATCH**  
**COMMUNITY INVOLVEMENT & ENGAGEMENT SUB GROUP**  
**MEETING SUMMARY**

- **Item 8– Date of next meeting.**

The next meeting will be held at:  
Gresley House (NHS Doncaster),  
9.30 – 11.00am on Thursday 19<sup>th</sup> January 2012.

**Minutes prepared and submitted by:**

Dave Dutton (Doncaster LINK Host)

The Doncaster LINK

Doncaster Business Innovation Centre

Unit 20 Ten Pound Walk

Doncaster

DN4 5QA

Tel: 01302 554970  
Typetalk: 01302 554970  
Mobile: 07525 237735  
Fax/Text: 01302 554996  
Email: [doncaster.admin@carersfederation.co.uk](mailto:doncaster.admin@carersfederation.co.uk)  
Website: [www.doncasterlink.co.uk](http://www.doncasterlink.co.uk)