



Nottinghamshire County Local Involvement Network (LINK) Communications and Engagement Working Group Minutes

6TH MAY 2010, 1PM– 3PM, LINK OFFICE, SOUTHGLADE BUSINESS PARK, NOTTINGHAM

Present
Harry Greasley (HG) - Chair Jane Stubbings (JS) Tom Turner (TT) Glen Swanwick (GS) John Kerry (JK) Julie Horton (JH) Kay Kirk (KK) – Doncaster LINK Dorothy Head (DH) – Doncaster LINK

Item No.	Agenda Item	Decisions made / Actions	By whom / when
1	Apologies		
1pm	Apologies received from Janet Lawless (JL), Lisa Bellenger (LB) and Jean Lewis (JL).		HG
2	Welcomes and Introductions		
	Introductions made by each member.		Comms group
	<ul style="list-style-type: none"> JS stated GS is now the BME spokesperson for the LINKs. 		JS
	Welcome to Kay Kirk and Dorothy Head from the Doncaster LINK. <ul style="list-style-type: none"> Some of the things KK is involved in are Sub groups, the Newsletter, annual report and the AGM KK is Chair and DH is Vice Chair of the ICE Group. She also is involved in the Newsletter and Discharge follow up group. 		HG KK DH

	➤ DH shared their Newsletter with the group.		DH
3	Minutes		
	Group agreed the minutes from the last meeting are ok.	JH to minute this meeting.	JH /Comms Group
4	Presentation from the Doncaster Ice Group		KK / DH
	Started off with a brief description of how the group started and what they want and what they have achieved. <ul style="list-style-type: none"> • The group decide what they want to do and what they attend. 		KK / DH
	<ul style="list-style-type: none"> • Ice group has started up Coffee Mornings. • A good way of spreading the word of the LINK. <ul style="list-style-type: none"> ➤ Doncaster has engaged with rural communities and Sure Start groups. ➤ Venues are in public places so they're in the public eye. ➤ A member of the Host team is always present. ➤ They do a small report after each meeting. ➤ They think it is a good idea to go to little pockets of areas. 		KK / DH
	<ul style="list-style-type: none"> • Events <ul style="list-style-type: none"> ➤ They set up earlier to give out freebies and merchandise. ➤ They start with an introduction about the role of the LINK at events ➤ They request dates from the Council (health and fun days) ➤ They also piggyback other events that they have heard about. ➤ Again there is always a member of the Host present. • Group discussed wearing tabards at events. <ul style="list-style-type: none"> ➤ Easy use, all one size that fits everyone and can go over the top or under coats depending on weather conditions. ➤ Good visibility in crowds. • Discussion takes place between the group regarding events and areas. 	Host and JL to look into what's happening in the Neighbourhood that we can attend. <ul style="list-style-type: none"> ➤ JS has a contact. 	KK / DH Comms Group DH / Whole Group
	<ul style="list-style-type: none"> • JS asked if the issues group is separate and KK replied that it is not. 		JS / KK
	<ul style="list-style-type: none"> • KK suggested like they do we use our other groups more that we are involved in. <ul style="list-style-type: none"> ➤ This may help get more and new people involved. 		KK
	<ul style="list-style-type: none"> • Discussion on our Minutes template. <ul style="list-style-type: none"> ➤ JS told how the group had decided on this and that it was only internal. 		Whole Group

	<ul style="list-style-type: none"> ➤ Some people can't follow a spreadsheet. ➤ Doncaster Minutes are not on a spread sheet. They are typed up on an A4 sheet; they think it is more user friendly. ➤ TT added that the PCT also use a spread sheet style. ➤ In the minutes they give people a time limit for AOB section as the time is precious. ➤ DH wants to bring in more of a softer way. 		
	<ul style="list-style-type: none"> • Group discussed Doncaster's involvement with their council and Comms Group discussed Notts County Council. 		Whole Group
	<ul style="list-style-type: none"> • Discussion on Newsletters. <ul style="list-style-type: none"> ➤ Our template is very different. ➤ Doncaster's is just one A4 page, double sided and glossy which they thinks is still productive and very cost effective. ➤ They always use the same format and always have a proof reader. 		KK / DH Comms Group
	<ul style="list-style-type: none"> • Discussed Doncaster's AGM meetings. 		KK / DH
	<ul style="list-style-type: none"> • Discussed County annual Conference. <ul style="list-style-type: none"> ➤ JS added that it was very successful and it's a shame the press wasn't there. ➤ JS also spoke about the film she has just been involved in. ➤ GS also discussed our Executive summary we have just done and spoke about our different groups and workshops. ➤ JS explained more on this. ➤ KK made a suggestion to inform your local newspaper of a LINK event and provide them with a write up and photos. 		Whole Group JS GS JS KK
	<ul style="list-style-type: none"> • Discussions on volunteers travel expenses. 		Whole group
	<ul style="list-style-type: none"> • Advertising. <ul style="list-style-type: none"> ➤ They also try to get into as many free magazines as possible in as many areas. ➤ They have advertised at Doncaster Airport and the local Railway stations. 	Look at free magazines in our area we use.	KK / DH
	<ul style="list-style-type: none"> • KK added we need to work well as a team to succeed as a team! <ul style="list-style-type: none"> ➤ Everyone agreed. 		KK
5	Matters Arising		

	Comms group reviewed the Skills matrix.		HG
	Geographical Report Update		
	<ul style="list-style-type: none"> No handouts to give out as per the agenda. 	JL to advise on the print outs. <ul style="list-style-type: none"> Also to be added onto the next meeting agenda. 	HG
6	Events throughout the summer		
	<ul style="list-style-type: none"> JS hands out LB's information. JS also show the basic Newsletter from LB. 	Group discussed handout Individuals looked through	JS / Comms group
	<ul style="list-style-type: none"> Discussion took place between everyone regarding getting the LINK name out there and about the Ashfield Show. 	Still to be decided on.	Whole Group
	<ul style="list-style-type: none"> Kay added that information sharing events are very good!(presentations at community groups, about what is the LINK) 	JL to look into?	KK
	<ul style="list-style-type: none"> Discussion on Facebook <ul style="list-style-type: none"> ➤ Is this a good idea? ➤ HG discussed with KK about making contact with young children. ➤ HG Do children in particular even look at the Links on Facebook? 	HG would like to know more information first. <ul style="list-style-type: none"> ➤ KK advised that the concerns should also be directed to the host. 	Whole Group HG KK
	<ul style="list-style-type: none"> Discussion on Carnivals, <ul style="list-style-type: none"> ➤ JS to busy with other commitments. ➤ TT said to take to Exec Board but JK added it our Groups decision. 	<ul style="list-style-type: none"> GS volunteered to Beeston Carnival 	Comms group JS TT / JK
7	Hospital Contacts		
	<ul style="list-style-type: none"> JS went to Kingsmill and has agreed with them organise dates for a stand to be in the outpatients department - Kings Treatment centre. TT still trying to confirm details. JS has been invited to give a presentation at Queens Medical centre. 	<ul style="list-style-type: none"> JK happy to support JS with this. <ul style="list-style-type: none"> ➤ JK will need a list of dates from JS or JL. JK happy to support JS with this <ul style="list-style-type: none"> ➤ JK will need a list of dates from JS or JL. 	JS / JK
8	Dignity In Care BME Event		
	<ul style="list-style-type: none"> GS has volunteered to do stand at Colwick Race Course on the 13th May 2010. GS noted the Colwick was spelt incorrect on the Agenda. 	<ul style="list-style-type: none"> Still need another Volunteer! 	GS GS

9	Summer Youth Fun in Newark		
	As per the agenda. <ul style="list-style-type: none"> • JS had already given out handouts earlier. 	<ul style="list-style-type: none"> • Still the details need to be decided. 	HG JS
10	Merchandise		
	Group referred to merchandise printouts. <ul style="list-style-type: none"> • Comms Group discussed merchandise but couldn't all decide and that there wasn't enough time to discuss fully and go into it with details. <ul style="list-style-type: none"> ➢ JK suggested delegate the decision to the Chair HG and JL. ➢ Everyone else agreed. • JS suggested we do not spend more than £125.00 on a camera. <ul style="list-style-type: none"> ➢ Everyone agreed to leave the decision with HG and JL. • HG did suggest paper bags like Doncaster LINK have. <ul style="list-style-type: none"> ➢ KK / DH agreed that these are good idea and have worked for them. • KK and DH Discussed in more details what Merchandise they have and what works best for them. <ul style="list-style-type: none"> ➢ Doncaster have – Pens, Pencils, Postit notes, Bookmarks, two kind if bags, material and paper ones and Magnets. Also everything is in the colour purple. • The group discussed Balloons. <ul style="list-style-type: none"> ➢ KK and HG do not agree with Balloons because they don't agree they relate to health and social care. ➢ Not everyone agreed on this. 	<ul style="list-style-type: none"> • JL to fix a date with HG. <ul style="list-style-type: none"> ➢ Merchandise to be decided. • As above HG and JL to decide. • This point to be taken into consideration. 	HG / Comms group Comms group HG / KK/ DH HG / DH / KK KK / DH HG / KK Comms Group
11	New Comms Members		
	As per the agenda <ul style="list-style-type: none"> • JL has uploaded information onto the LINK website. <ul style="list-style-type: none"> ➢ TT suggested that it is published on hardcopy as not everyone has access to the internet. 	<ul style="list-style-type: none"> • JL to look into. 	HG TT
12	Any Other Business		
	HG said that he had not received an invite to an Exec Board meeting which was discussed in a previous Comms meeting.		HG / JS

	<ul style="list-style-type: none"> ➤ HG thinks the Chair should have invited him. ➤ JS wasn't aware and doesn't recall this. • HG would like to be updated more <ul style="list-style-type: none"> ➤ JS says everyone gets the same papers which relates to the Comms group • JS also said that the Exec Board are always being asked to join the Comms group. 	<ul style="list-style-type: none"> • JL to find out previous minutes and advise. 	
	<ul style="list-style-type: none"> • JK discussed the Governance. 		JK
	<p>City Transport Report.</p> <ul style="list-style-type: none"> • TT was sent one and doesn't agree with the racing car that's been used for the front page. <ul style="list-style-type: none"> ➤ KK and DH don't agree either. 		TT KK / DH
	<p>Thank you to Kay and Dorothy.</p> <ul style="list-style-type: none"> • Comms Group appreciated KK / DH taking the time to attend the meeting. 	<ul style="list-style-type: none"> • Minutes to be emailed to KK. 	HG Comms Group
13	Date of Next Meeting		
	Thursday 3 rd June 2010 at 1pm – 3pm.		HG

Minutes taken by Julie Horton
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