

June 8<sup>th</sup>, 2010



## Meeting Minutes June 3rd

**LINK, Unit E2 Southglade Business Park, Cowlairs, Nottingham NG5 9RA**

<b>Present</b>
Harry Greasley (HG) Glen Swanwick (GS) Lisa Bellenger (LB) John Kerry (JK) Jane Stubbings (JS) Shirley Inskip (SI) Theresa Humphreys (TH) Pat Crowe (PC)
<b>In Attendance</b>
Janet Lawless (Janet) Sharon Neal (SN)
<b>Apologies</b>
Jean Lewis (JL) Tom Turner (TT)

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Agenda	Decisions made	By Whom
<b>Welcome</b>	<p>JS welcomed TH and PC into the group.            PC explained he was from Breathe Easy and a member of other groups around the County, as well as having basic involvement in the NHS. He was misdiagnosed for 14years and hopes to help others in the same position.            SI is LINK Vice Chair            LB works for Notts County Council Adult health and social care            HG is presently stand in Chair and is interested in older people's concerns and a member of OPAG.            GS is the LINK media spokesperson and Black, Minority and Ethnic Communities representative as well as being on a number of Task &amp; Finish Groups. GS is also a member of Self Help.            TH is an executive board member and lead of the consultation group.            JS is Chair of the LINK and Vice Chair of the cancer network.</p> <p>JS asked PC for a list of groups he is involved with for future reference and possibly he can feedback to LINK on them.</p>	
<b>NB.</b> JS to run meeting as HG has lost his voice		
<b>Minutes from last meeting</b>	Group agree all are accurate.	Group
<b>Elections for Lead of Comms Panel</b>	<p>Janet handed out letters and self nomination forms for electing a new Lead of the Comms Panel.            Self nominations must be in by 15<sup>th</sup> June. Vote will be taken at the next Comms Panel.</p>	

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<b>Doncaster ICE Group review</b>	<p>JS gave a brief update about the visit from ICE Group.</p> <p>Group discussed the two LINK's newsletters and agreed they are all happy with the County LINK one.</p> <p><b>Coffee Mornings</b> LB said they could be done in libraries JS thought we need to be proactive with others rather than one another.</p> <p><b>BME Events</b> LB asked if there was any LINK literature she could take with her to BME events.</p>	<p>Janet will get a box of info together for LB for 18<sup>th</sup> July.</p>
<b>Merchandise</b>	<p>HG provided an update of what merchandise is going to be ordered. Nothing has been ordered that we've still got a lot of such as material bags, post its, calculators or stress balls. We only wish to order items that work for LINK. We have looked in to small notepads and possibly paper bags as cheaper than hesian.</p> <p>JS – Doncaster ICE Group have a different idea to LINK and hand it out to anyone and not for a particular reason.</p> <p>JS asked group how they would like to make use of the merchandise.</p> <p>LB said we should give them a goody bag if they sign up. In her previous experience she has used quiz's and prize draws as a means to sign people up, then gave out goody bags when had people's details.</p> <p>Janet to go back to the CEWs and make it clear that this is what the</p>	

	<p>Comms Panel wish to do as protocol from now on.</p> <p><b>Camera</b> – HG explained the one in the office has been found so we have no need to purchase a new one.</p>	
<p><b>Geographical Areas – Events</b></p> <ul style="list-style-type: none"> <li>• <b>Rural People</b></li> <li>• <b>Ashfield Show</b></li> <li>• <b>Warsop Carnival</b></li> <li>• <b>Beeston Carnival</b></li> <li>• <b>40th Summer Fun in Newark</b></li> </ul>	<p>JS said health and social care events don't tend to work. LB didn't agree and said we should just try different things to attract attention such as face painting on children to attract parents. Janet asked if anyone can attend this event to man the stall for LINK. Two CEWs from the host team are attending as delegates.</p> <p>TH said she can probably attend but will confirm.</p> <p>LB asked JL to clarify how long the show is running for – one or two days.</p> <p>LB and TH will take a stand at this event. Janet will arrange the booking.</p> <p>GS, TT and SI are happy to run a stand at this event.</p> <p>Janet explained the council are putting on a number of family fun days around the county and the CEW would like to attend but needs input on how to promote LINK. Janet informed the group about storyteller MonoLisa and how we could use her to draw attention. SN told the group she would be quite expensive but worth the money on. JS wanted to find out which would be the best day for LINK to focus on.</p> <p>Group spoke about attending this day. Janet said two CEWs are already</p>	<p>TH</p> <p>JL confirms this event is only on for one day.</p> <p>Janet/ LB/ TH</p> <p>GS</p> <p>Group agreed that we should take part in this event and use Mono Lisa or a storyteller for the event.</p> <p>JL to find out more information.</p>

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<p>• <b>Falls Prevention Day</b></p> <p><b>LINKs and Commissioners Event</b></p>	<p>going and booked it through Steve Shaw.</p> <p>PC asked if there was any reason we can't go to events wearing different hats and take LINK info with us? SN said not all all!</p> <p>LB passed on information about Stapleford Carnival to Janet.</p> <p>PC suggested we should get a stall at the Positive Patients Support Group festival in September.</p> <p>SN suggested a calendar should be created to show all LINK events and Comms Panel commitments.</p> <p>HG and PC have agreed to attend this event for LINK on the 10<sup>th</sup> July at Hilton Hotel, East Midlands Airport.</p>	<p>Janet will find out more info and provisionally book a stall.</p> <p>PC to find out some more information and details to book.</p> <p>Janet to put together</p> <p>HG and PC to feed back to the group at the next meeting.</p>
<p><b>Kingsmill Hospital stall</b></p>	<p>JS Sally Dore said LINK can have a stall at the hospital. JS needs LINK members to help. JK, PC, LB and HG all said they would be willing to help out on a stand.</p>	<p>Group to agree dates, possibly in July.</p>
<p><b>Sharing Contact Details</b></p>	<p>JS asked if everyone can share email addresses and phone numbers. Then it will be easy to contact the rest of the panel about the stall at Kingsmill Hospital.</p>	<p>Group agree. Janet to put this together and email around the group.</p>

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<b>E-Bulletin</b>	HG will continue to do this with Janet	HG & Janet
<b>Acronyms</b>	<p>Group discussion on using acronyms in minutes and other documents. Group decide to write out the name in full for the first time, then use acronyms for the rest of the document.</p> <p>Vote taken and passed that initials are used in minutes and agenda, as long as two people don't have the same initials, in which case the first name will be used for one person.</p>	
<b>Name of group</b>	<p>JS said we should be called the Communications Panel as a panel is ongoing but a group has a life span.</p> <p>Group decide to change the name to Communications Panel.</p>	
<b>Events Update</b>	<p>GS went on an Islamic Awareness Day and found it very useful, brief explanation and example of introducing yourselves to Islamic women.</p> <p>LB said that overcoming barriers would increase communications.</p> <p>HG said we would learn more about other issues.</p> <p>GS planning on putting together a power point presentation for the LINK (with guest speaker).</p>	
<b>Newsletter</b>	<p>SI led group discussion and spoke about the following ideas;</p> <ul style="list-style-type: none"> <li>• Info on the new Executive Board</li> <li>• Profile of two board members.</li> <li>• Info given to people who are being discharged from hospital. (There was a piece in Nottingham Evening Post about LINK but it didn't specify which LINK.)</li> </ul>	Janet to work with Theresa and Sandra Horton on the newsletter with input from the Comms Panel.
<b>Comms Group Responsibility</b>	Group went through all points. Put this document on the website and hand out to potential new members.	Janet

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**Any Other Business**

**Engaging with Younger People**

Janet spoke about the Task & Finish group on this subject, who are planning on producing a DVD with a school/college in Mansfield, which CEW Inderpal Dhillon runs. The next meeting is on the 17<sup>th</sup> June, if anyone would like to attend.

JS said we need to be more creative.  
HG Youth Forum in the county that we could contact.  
LB West of Notts County would cover a large part of the county.

LB Mentioned the Party in the Park in Mansfield  
GS Broxtowe has a youth mayor. GS could speak to the Mayor and get some information.  
GS QMC also has a youth group PPI forums.

LB if we did a consultation for youths – we could go on to Cancer ward at QMC.

SI said we need to decide what a consultation should focus on.  
JS Consultation panel should be approached about this to go down the proper routes. LINKs agreed to do three internal consultations per year.

TH and LB would be happy to work together on a consultation. The consultation group could provide the questions.

Comms Panel all agreed they would be happy to get them filled in.

PC would like to attend.

GS

Comms Panel

Janet will speak to Inderpal Dhillon and Laura Thomas about

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		the possibility of this consultation.
<b>New Board Members</b>	Group agreed they would like a poster creating with the new board members and pictures of them, to circulate to various GPs surgeries and other contacts around the county.	Janet to do poster Group to circulate information.
<b>Helping out in the office</b>	Group all offered to help in the office if any help is ever required.	Group asked Janet to give them some notice about this if possible.
<b>List of Comms meetings</b>	TH and PC would like a full list of the Communications Panel meetings for the rest of 2010.	Janet to send out.
<b>Next Meeting</b>		
<b>Next Meeting</b>	<b>1<sup>st</sup> July</b>  (Agenda to be sent out by the 24 <sup>th</sup> June 2010).  LINK, Unit E2 Southglade Business Park, Cowlairs, Nottingham NG5 9RA	Janet/ HG

❖ **END**

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