

**Meeting:** Doncaster Healthwatch CIC Board meeting

**Date:** 29 September 2016 **Time:** 13.30 – 15.30

**Location:** Conference Room, 3 Cavendish Court, South Parade DN1 2DJ

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Item	Action
<b>PUBLIC MEETING</b>	
1. Welcome and introductions	Chair
2. Apologies	Chair
3. Declarations of interest – Register of interests	Chair
4. Minutes of the last meeting and matters arising – PAPER A	ALL
5. Review Action Log – PAPER B	ALL
6. Thematic analysis report – PAPER C	DH
7. Patient Experience – analysing extended narratives – PAPER D	MB
<b>FOR INFO</b>	
8. Care Homes project report – PAPER E	AG
9. Digital engagement and social media report – PAPER F	AG
10. Children and Young People Takeover Challenge 2016	AG
11. NHS Operational Planning Guidance 2016-17 – PAPER G	ALL

## FOR DISCUSSION AT EXECUTIVE GROUP

12. Board member and Officer representation at meetings	Chair
13. Mandatory and Statutory training for staff and Board members	AG
14. Content management for social media strategy	ALL
15. Feedback from events, seminars and training	ALL
16. Patient Participation Group network – working with the LMC	AG
17. Future agenda items	ALL

***To resolve that representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest Section 1(2) Public Bodies (Admission to Meetings) Act 1960***

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Item	Action
<b>CONFIDENTIAL MEETING</b>	
18. Finance update	AB/AG
19. Sustainability and Transformation Plans – updates	SS/DH/AG
20. Future tender opportunities	AG
21. Business Plan development for Healthwatch Doncaster	Chair
22. Any Other Business	
23. Close	

**Date of Next Meeting:** 27 October 2016 13.30, Conference Room, 3 Cavendish Court

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