

South Woodham Ferrers Health & Social Care Group
Appendices to Annual Report
May 2016 – April 2017

APPENDIX 1

Notes of the Meeting of The South Woodham Ferrers Health and Social Care Group held on 28th June 2016 at Holy Trinity Church

1. **Welcome.** The first part of the meeting was chaired by Chelmsford City Councillor Bob Massey. He welcomed everyone to the meeting and explained that the new Health and Social Care Group replaces the old Healthcare 2000 Group but adds the work of the Health Care Lunches that used to be run by SWF Town Council. The Town Council has agreed to support the new Group for one year and has provided £1200 of funding to help with administration. The Town Council has appointed one Councillor and a Deputy to represent them on the Group. This was a change to what was originally published in Focus and elsewhere which reported that three Councillors would be involved.
2. **Governance.** There was a need to formally approve the terms of reference and Cllr Massey read these out. (Appended to this document). There being no dissension these were approved.
3. **Election of Officers.** There were three posts up for election.

Chairman – Mr Peter Blackman
Task Force Chairman – Mr David Birch
Minute Secretary – Mrs Jackie Birch

These individuals had been nominated and seconded as required in the terms of reference and there being no other nominations they were elected unopposed.

The post of Administration/Treasurer is not subject to election. The post holder when appointed will receive an honorarium. To date no suitable person has been found and suggestions were sought from the audience.

At this point the elected Chairman took over the meeting.

South Woodham Ferrers Health & Social Care Group
Appendices to Annual Report
May 2016 – April 2017

APPENDIX 2

In April 2016 it was agreed by SWF Healthcare 2000 Group (SWFHC2000) and SWF Town Council (SWF TC) to form the new South Woodham Ferrers Health & Social Care Group (SWF H&SCG). This is an amalgamation of SWFHC2000 and the SWF Care Lunches. It was agreed to run SWF H&SCG for an initial year's pilot when it will be reviewed in conjunction with SWF TC. SWF TC has awarded SWF H&SCG funding of £1,200 for one year.

Purpose of the Group

SWFH&SCG is established to look after the health and social care interests of the people of South Woodham Ferrers, recognising the roles of health and social care related professionals, volunteers and the Patient Participation Groups.

SWFH&SCG will also take on the SWFHC2000 Task Force which will be convened in future to consider major health and social care issues affecting the Town where consultation or representation is required.

Representatives of the following are participants:

- Essex County Council
- Chelmsford City Council
- SWF Town Council
- SWF CPPG
- SWF Practice Managers
- SWF Church Community
- SWF Pharmacists
- SWF Dentists
- SWF Opticians
- SWF Business Community
- SWF Education
- SWF Wis
- SWF Rotary & other benevolent groups
- SWF Senior Citizens
- SWF Sports & uniformed groups

Others may be added as needed. The Town's MP is kept advised of significant developments and is expected to continue to use this group for appropriate constituency purposes.

Governance

SWF H&SCG is open to anyone who lives, works, has a local need to access health

and social care or is involved in health and social care in SWF.

SWF H&SCG will be managed by a Management Team comprising Chairman, Task Force Chairman and Minute Secretary supported by an Administrator.

There will be an annual meeting open to all, at which the posts of co-Chairmen and Minute Secretary will be elected.

Nomination notices will be issued in the local press 4 weeks prior to the meeting with nominations for office required 2 weeks before the meeting.

The nominations will be addressed to the Administrator.

Nominees must have a proposer and seconder and be willing to serve.

SWF TC will assign a representative and/or a deputy to attend meetings and report back to SWF TC as appropriate.

The SWF TC representative will also be a member of the Task Force as required.

The Administrator will be appointed by the Management Team and he/she will receive an honorarium for the work.

SWF H&SCG will open a bank account, if necessary, and there will be an annual financial statement submitted by the Treasurer to SWF TC on a date to be agreed.

SWF H&SCG's Annual General Meeting will be chaired by a City Councillor.

Venue for meetings

SWF H&SCG public meetings will normally be held in Holy Trinity Church, SWF, subject to availability.

Holy Trinity Church has kindly agreed to provide this facility free of charge. These public meetings will be held quarterly from 6.30pm – 8.30pm on a weekday evening to maximise accessibility to everyone.

Tea, coffee, water and biscuits will be provided.

South Woodham Ferrers Health & Social Care Group
Appendices to Annual Report
May 2016 – April 2017

APPENDIX 3 - ROLE DESCRIPTIONS

1. **Group Chairman:**

- To put together, with the Management Team, a list of topics for presentation at the main meetings of the Group
- To receive from members of the Group, suggestions for topics to be presented at the main meetings of the Group
- To arrange with the Secretary /Treasurer to convene the meetings (probably 4 or 5 per annum) as required.
- To keep abreast of developments in health and social care to inform the Group's agenda
- To maintain awareness of the key individuals or organisations in order to assist the Secretary/Treasurer to invite speakers
- To chair the meetings
- To ensure proper communication of meetings
- To represent the Group as required
- To chair and be a key member of the Management Team
- Time requirement 3 – 4 hours per week

2. **Task Force Chairman:**

- To react to requests from key players in health and social care who wish to consult the South Woodham Ferrers Community about their intentions
- To react to major changes planned in health and social care in South Woodham Ferrers.
- To ensure with the Secretary/Treasurer that representatives of all key groups are involved in Task Force Business
- To work with CPPG and Practice Managers on any topic that they feel the influence of the Task Force would be helpful.
- To input to the Town Council Neighbourhood Plan
- To chair Task Force meetings
- To ensure proper communications
- To represent the Group as required
- To be a key member of the Management Team
- Time requirement 3 – 4 hours per month

3. **Minute Secretary:**

- To record proceedings of the main group meetings
- To record proceedings of the Task Force
- To record proceedings of the Management Team
- To be a key member of the Management Team
- Time requirement 3 – 4 hours per meeting

South Woodham Ferrers Health & Social Care Group
Appendices to Annual Report
May 2016 – April 2017

APPENDIX 4 – Administrator Role Description

Initial Tasks

- Consolidation and upkeep of contact databases from Healthcare 2000 and Town Council Care Lunches for Group
- Maintain separate database of Task Force members
- Inform all key stakeholders of the existence of the new group
- Invite organisations to nominate Task Force members as needed
- Set up spreadsheet to deal with cash flow
- Decide about need for a bank account along with initial Management Team and if agreed start application process as necessary with two signatures' mandate and online banking

Ongoing Tasks

- In advance of meetings inform members on the contact database of the meeting details
- Ensure that appropriate advertising of the event is placed in South Woodham Focus, on appropriate websites and appropriate social media.
- Confirm booking of the venue – usually Holy Trinity Church, SWF
- Organise tea, coffee and biscuits for the meetings
- Distribute notes made by minute secretary electronically to the contacts
- Report meetings, events, news and relevant information via SW Focus, on appropriate websites and social media and through any other agreed appropriate media
- Any actions arising from public, Task Force and Management Team meetings
- Add attendees to contact list as necessary – minute Secretary will collect an attendance list with e-mail addresses at meetings and events
- In the event that the Management Team wishes to convene the Task Force, issue invitations to members
- Ensure venue arrangements and tea and coffee for the Task Force meeting
- Occasionally consultation meetings will need to be arranged in partnership with health and social care providers
- Attend Management Team meetings and make notes thereof as necessary
- Any other administration and action agreed with the Management Team

Note: when up and running there are likely to be 4 full public meetings and 5 Management Team meetings per annum. Task Force meetings are ad hoc – it would be unusual for there to be more than 2 in any year

South Woodham Ferrers Health & Social Care Group
Appendices to Annual Report
May 2018 – April 2019

APPENDIX 5 – Administrative Duties during September 2016 – April 2017

September 2016

- Meeting with officers, introduction to SWF H&SCG
- Gather information and open a Bank Account for the group by email, phone calls and postage, also visiting the bank with information gathered. Chasing on numerous occasions.
- Discuss and research organisations for email distributions, collating information and storing for future use
- Start a database of useful contacts
- Meetings with officers to discuss progress and current items arising
- Sending emails and circulating news updates

October 2016

- Meetings with officers to update information and discuss current events
- Send out introduction emails to all
- Meeting with Karen Hawkes -Town Council to discuss money and more, then lots of various correspondence with regard to receiving the monies
- Invitations sent out for October meeting, then reminder emails to follow up
- Meeting 13th October 2016 then follow up communications
- Circulation of all news emails to all contacts
- Continue research and update databases for leads and contacts
- Ring and chase up the opening of the bank account

November 2016

- Contact with Wendy Smith (Mid and South Essex Success Regime) for presentation notes and circulating to relevant persons
- Update new email addresses found and updates of returned emails
- Bank account opened, visited bank for further information and discuss online banking, cheques written and recorded in the financial records
- Interact with pharmacies to update contact information
- Meeting with officers for update on progress, circulate current emails, action required for recent email requests
- Send out all current news information including Engage

December 2016

- Meeting with officers for discussion about monies owed, pre-meeting discussions and updates, note emails to be sent
- Arranging for meeting for Feb, compiling list of invitees with David, Melanie discuss further content of invitation, draft and send all invitations (some hand delivered)
- Booked Club Woodham, agreed seating arrangements and refreshments to be supplied. Arrangement for use of projector and costs agreed
- Chased Town Council for payment of General funds

- Circulate Public Health Portrait, Media release, Sustainability Transformation Plan and all other Regular circulars
- All other emails answered

January 2017

- Prepare meeting, list of evening schedule
- Send out important emails to all contacts
- Meeting with officers with reference to the latest events and way forward
- Chasing of money and updating finances, phone calls, prepare spreadsheet
- Press release, compile and circulate all necessary information
- Engage updates sent to all database addresses
- Update everyone with responses to meeting and start to chase up

February 2017

- Meeting with officers with regard to the forthcoming meeting and whether to go ahead or postpone due to current event. Discuss updates about other current events
- Send out regular emails and respond to emails received
- Urgent response emails sent out to all, for meeting of 8th Feb
- Postponements sent to all and phone calls to check all received notification of postponement
- Merger update, sort prepare and forward to relevant people
- Reconcile banking, cheques, invoices and receipts
- Meeting updates and organisation

March 2017

- Meeting with officers to discuss re arranging meeting
- Updating finances and forecast for next year
- Circulate emails and current affairs to relevant people
- Phone calls and visit about hall hire for new meeting
- Response to emails and arrange meeting with new associates for promotion
- Arrangements and drafts for new meetings started
- Engage and other regular emails distributed

April 2017

- Meeting with officers to agree invitations and other topics
- Hall arrangements made and hall booked.
- Dates for future events/meetings established.
- Invitations sent for the 25th April 17 meeting at SWF WI, Guys Farm Road
- All finances finalized
- Reports written for Town Council

To be done

- Chasing acceptances and responding where appropriate,
- Administering the meeting and dealing with the actions arising from it
- Keeping up to date with current affairs
- Circulating all required correspondence

South Woodham Ferrers Health & Social Care Group
Appendices to Annual Report
May 2016 – April 2017

APPENDIX 6

Income & Expenditure Account
Year end 30 April 2017

	EXPENDITURE	INCOME	BALANCE
SWF Town Council Grant		1200.00	
Expenses:			
Meeting costs	12.51		
Administration Costs:			
September 2016	140.00		
October 2016	130.00		
November 2016	110.00		
December 2016	120.00		
January 2017	140.00		
February 2017	130.00		
March 2017	120.00		
Carried forward: April 2017			297.49

Bank Account @ 31/03/17			297.49
Forecast:			
Admin Costs: April 2017	110.00		
Task Force Meeting costs		50.00	
Year End Surplus			137.49