

**South Woodham Ferrers Health & Social Care Group**  
**Appendices to Annual Report**  
**May 2017 – April 2018**

APPENDIX 1

Notes of the Meeting of The South Woodham Ferrers Health and Social Care Group held on 13<sup>th</sup> July 2017 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 and Donna Cooper will continue as administrator.

At this point the elected Chairman took over the meeting.

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APPENDIX 2

In April 2016 it was agreed by SWF Healthcare 2000 Group (SWFHC2000) and SWF Town Council (SWFTC) 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 was reviewed in conjunction with SWF TC. SWF TC has awarded SWF H&SCG funding of £1,200 for one year.

**Purpose of the Group**

SWF H&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.

SWF H&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 a neutral City Councillor.

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 SWFTC 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 SWFTC 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.

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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 help.
- 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

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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.

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APPENDIX 5 – Administrative Duties during May 2017 – April 2018

**May 2017**

- Arranging forthcoming meeting for Children/Teens
- Promoting on social media, local paper
- Sending invitation and responding to queries
- Circulate relevant information to contacts

**June 2017**

- Discussions with pharmacist about next meeting
- Send out local information
- Circulate Engage
- Update website with information about last meeting

**July 2017**

- Promoting next meeting on social media
- Emails to contacts re next meeting
- Promote other groups on social media
- Add links to website

**August 2017**

- Liaising with Macmillan, Farleigh Hospice and Action for Carers about proposed meeting
- Draft design for poster for next meeting
- Information meeting with officers
- Make contact with useful

**September 2017**

- Organising meeting about Cancer Care
- Sending out invitations and follow up emails
- Advertise meeting in Focus
- Update website with AGM info and other links
- Adjust poster, print and circulate
- Contact Jenny (action for carers) Liz Towers

**October 2017**

- Chasing up presentations from last meeting
- Add all presentations to website
- Promoting the presentations on social media
- Respond to emails
- Communicate with officers about current affairs

## **November 2017**

- Jackie to report Cancer Care meeting at Town Council
- Change layout of website
- Add pharmacies link to website
- Discuss future meetings
- Compile financial statement
- Update all social media and website with Cancer Care notes and presentation

## **December 2017**

- Looking up groups for future events
- Sorting through contacts list, correcting and updating
- Investigate information with respect to Mental Health meeting
- Respond to current emails/ Social media
- Liaise with P Gilham about Feb meeting
- Work with (EPUT) and Paediatric Mental Health Care (MEHST) Sheila
- Speak to Chetwood about centre
- Emails to dementia support
- Emails/ Social media advertising Feb meeting
- Updating and launching of website and social media
- Send out Engage and other relevant information to contacts

## **January 2018**

- Meeting with officers to discuss and organise February meeting
- Respond to emails
- Meeting at Chetwood with Kate Walder (Virgin Care)
- Sent out consultation to all and invitations
- Update website and social media
- Publicise meeting
- Keep up date with twitter feeds and Facebook page
- Keep contacts up to date on developments

## **February 2018**

- Meeting to prepare for public meeting
- Update in focus, and reminder emails
- Mental Health Meeting
- Meeting at Club Woodham with C McPherson, G DuToit, S Dawe
- Peter did interview on Ambulance delays
- Updating website to include presentations
- Sending to new subscribers,
- Peter interview with Dave Monk BBC Essex
- Update on STP Proposals
- Telephone meeting with Dan Doherty
- Send out all current news information including Engage.

## **March 2018**

- Updating website, respond to current emails
- Prepare for STP Presentation

- Send out reminders, update attendees
- Meeting with officers about updating website and next public meeting
- Ringing round Care homes and retirement homes
- Organising speakers and content of next meeting for the Elderly
- Posting on Facebook and Focus, advertise AGM and meeting

### **April 2018**

- Meeting with officers with reference to the latest events and way forward
- Send out important emails to all contacts
- Adjust pages on Website
- Compile and circulate all necessary information via email
- Engage updates sent to all database addresses
- Sort out leaflets for Town Council meeting
- Meeting with Dan Doherty, councillors, PPGs and officers
- Look into Grant application
- Update meeting with officers

### **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
- Liaise with care homes etc. to arrange next meeting
- Promoting First Aid courses and other relevant organisations
- Add linked sites to our website

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APPENDIX 6

**Income & Expenditure Account**  
**Year end 30 April 2018**

|                                    | EXPENDITURE |       | INCOME  | BALANCE |
|------------------------------------|-------------|-------|---------|---------|
| Brought Forward: 1 May 2017        |             |       |         | 297.49  |
| Town Council Grant: 24 August 2017 |             |       | 1200.00 |         |
| Expenses:                          |             |       |         |         |
| Meeting costs                      |             | 36.00 |         |         |
|                                    |             | 8.72  |         |         |
| Administration Costs:              |             |       |         |         |
| April 2017                         | 110.00      |       |         |         |
| May                                | 100.00      |       |         |         |
| June                               | 100.00      |       |         |         |
| July                               | 100.00      |       |         |         |
| August                             | 100.00      |       |         |         |
| September                          | 100.00      |       |         |         |
| October 2017                       | 100.00      |       |         |         |
| November                           | 100.00      |       |         |         |
| December                           | 100.00      |       |         |         |
| January 2018                       | 100.00      |       |         |         |
| February                           | 100.00      |       |         |         |
| Carry Forward: 30 April 2018       |             |       |         | 342.77  |

|                              |        |  |  |        |
|------------------------------|--------|--|--|--------|
| Bank Account @ 30 April 2018 |        |  |  | 342.77 |
| Forecast                     |        |  |  |        |
| Admin costs: March 2018      | 100.00 |  |  |        |
| April                        | 100.00 |  |  |        |
| 2018                         |        |  |  |        |
| May 2018                     | 100.00 |  |  |        |
| AGM & Meetings               | 40.00  |  |  |        |
| Year End Surplus             |        |  |  | 2.77   |