

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

APPENDIX 1

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.

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APPENDIX 2 - 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

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APPENDIX 3 – 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 4

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

	EXPENDITURE	INCOME	BALANCE
Brought Forward: May 2018			2.77
SWF TC Small Grant: June 2018		200.00	
SWF TC Full Grant: August 2018		1000.00	
Expenses:			
Meeting costs: June 2018	60.00		
Administration Costs:			
June 2018	100.00		
July 2018	100.00		
August 2018	100.00		
September 2018	100.00		
Carried forward: April 2019			742.77