



**Appendices to Annual Report
May 2019 – April 2020**

APPENDIX 1 - GOVERNANCE

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 was reviewed in conjunction with SWF TC. It was then agreed to continue as SWF H&SCG was operating as had been intended.

Purpose of the Group

SWFH&SCG was 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 also took 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 Faith Communities
- 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 or be paid on a self-employed basis for the work.

SWF H&SCG has a bank account and there will be an annual financial statement submitted by the Administrator 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.

At the 2019 AGM it was agreed that SWF H&SCG would move to a more online way of operating by increasing its use of its website, social media and virtual means.

APPENDIX 2 - ROLE DESCRIPTIONS FOR GROUP'S OFFICERS

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 /Administrator 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/Administrator 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 4-8 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/Administrator that representatives of all key groups are involved in Task Force Business
- To work with CPPG and Practice Managers on any topic where 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

APPENDIX 3 - ROLE DESCRIPTION FOR GROUP'S ADMINISTRATOR

Tasks include, but are not limited to:

- Maintaining the group's contact database using Mailchimp
- Maintaining the group's automated weekly newsletter and sending ad-hoc mailings to database using Mailchimp (to include meeting invites & minutes)
- Distributing group's articles and press releases to local newspapers and magazines
- Maintaining the group's website and adding news articles using WordPress
- Maintaining the group's social media presence and engaging with local residents and organisations to ensure relevant information is available to all
- Recording group's activities and financial incomings & outgoing in preparation for annual report
- Connecting with relevant organisations and build relationships – invite appropriate persons to join the Task Force, and assist organisations to hold appropriate events within SWF (i.e. consultations and awareness campaigns)
- Booking rooms and organise refreshments for meetings (4x public, 5x Management Team, 2x Task Force per year) – this is reducing both because of our long term development strategy and the impact of COVID-19
- Supporting increasing use of virtual media and means of operating
- Attending Management Team meetings and make notes thereof as necessary
- Receiving and counting votes for annual election of Management Team
- Any other administration and action agreed with the Management Team

APPENDIX 4 – FINANCIAL REPORT

Income & Expenditure Account Year end 30 April 2020

	EXPENDITURE	INCOME	BALANCE
Brought Forward: May 2019			£742.77
SWF Methodist Church Grant Nov 19		£500.00	£1,242.77
Mister Gees Foundation Grant Dec 19		£3,000.00	£4,242.77
Expenses:			
Parish Nursing Ministries UK (taken from SWF Methodist Church Grant)	£120.00		£4122.77
New Website Design, Development and Launch, Social Media development & allied technical & administrative upgrades + routine administration Aug-Nov 19	£1,150.00		£2,972.77
Administration Costs:			
December 2019	£308.00		£2,664.77
January 2020	£325.00		£2,339.77
February 2020	£162.50		£2,177.27
Carried forward: April 2020			£2,177.27

Bank Account @ 30/04/19			£2,177.27
Essex Community Foundation grant		£1,800.00	£3,977.27
Administration handover to end May 2020	£43.75		£3,933.52
	£531.25		£3,402.27
	£435.00		£2,967.27
Forecast:			
Website costs: WordPress		£36	
	200 hours	£3,000	

Whilst COVID-19 pandemic measures continue our administration need and capacity is 8 hours per week @ £15ph = £120pw. We keep a close eye on our cashflow forecast and will apply for future grants in good time to maintain our essential services. Under more normal circumstances we hope to return to 4 hours per week when possible.