



## Appendices to Annual Report May 2020 – April 2021

### **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 Chair, Task Force Chair 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 Chair:**

- 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 10 hours per week, around 20 during Covid pandemic

### **2. Task Force Chair:**

- 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, around 20 hours per month during Covid pandemic

### **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
- Recruiting and organising Volunteers and Volunteering Rota
- 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 to Annual Report  
May 2020 – April 2021**

**APPENDIX 4 – FINANCIAL REPORT**

**Income & Expenditure Account  
Year end 30 April 2021**

	<b>EXPENDITURE</b>	<b>INCOME</b>	<b>BALANCE</b>
Brought Forward: April 2020			£2177.27
Essex Community Foundation May 2020		£1800.00	
Rotary Club of SWF July 2020		£500.00	
Anonymous donation for development of Dying Matters in Essex (DMIE) September 2020		£1,080.00	
Chelmsford CVS December 2020		£2000.00	
SWF Town Council March 2021		£200.00	
Chelmsford CVS March 2021		£1000.00	
			£8,757.27
<b>Expenses:</b>			
<b>Administration Costs:</b>			
April 2020	£43.75		
May 2020	£531.25		
May 2020	£435.00		
June 2020	£457.50		
July 2020	£412.50		
August 2020	£270.00		
September 2020	£300.00		
October 2020	£300.00		
November 2020	£300.00		
December 2020	£367.50		
January 2021	£345.00		
February 2021	£262.50		
March 2021	£390.00		
April 2021	£337.50		
			£4,004.77
<b>Purchases:</b>			
NCVO management consultancy to DMIE September 2020	£1,080.00		
Administration resources February 2021	£250.00		
			£2,674.77

<b>Travel Costs:</b>				
December 2020		£52.00		
January - February 2021		£132.96		
March 2021		£64.00		
April 2021		£64.32		
Carried forward: April 2021				£2,361.49

Bank Account @ 30/04/21				£2,361.49
<b>Forecast:</b>				
Essex Association of Local Councils grant May 2021	£5,000.00			
Chelmsford CVS grant May 2021	£1,000.00			
				£8,361.49
Documentary video project		£5,000.00		
Administration May 2021		£303.75		
Travel May 2021		£44.80		
Administration to September 2021		£1750.00		
Travel to September 2021		£250.00		
Website costs: WordPress		£36		
				£976.94

Whilst COVID-19 pandemic measures continue our administration need and capacity is 5 hours per week @ £15ph allow £350pm + £50pm travel. We keep a close eye on our cashflow forecast and will apply for future grants in good time to maintain our essential services. We have already indicated our need for £2500 to cover the period to end March 2022 assuming that our Covid related services continue to be needed until then. Under more normal circumstances we hope to return to 4 hours per week administration and no need for travel expenses when possible.

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