



**Terms of Reference as at June 2021
Updates proposed to AGM on 15 July 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.

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 convenes ~~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.

Each of SWF's ~~three~~ General Practices has a Patient Participation Group (PPG) which interacts with the Practice Staff to try to ensure that the best quality services are provided for

their patients. In ~~addition~~addition, there is a combined group known as the South Woodham Ferrers Combined PPGs (CPPGs). The CPPGs works closely with SWF H&SCG on matters involving all health and social care services provision for the Town. SWF H&SCG leads on all non-GP services whilst the CPPGs leads on the Town's GP services. Although individual Practices have their own websites on which PPGs have a page,^r they have agreed with SWF H&SCG to use its website for communicating collective issues. ~~Additionally~~Additionally, they will utilise SWF H&SCG's social media to obtain the widest possible coverage. So from time to time you will see PPG news here helping to give an integrated view of health and social care in SWF. This has increased substantially during the Covid-19 pandemic.

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 as required 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. This has proved to be timely as it has been invaluable during the Covid-19 pandemic.