

WELLBEING STEERING GROUP

NOTES OF THE MEETING HELD ON 30 OCTOBER 2019 AT THE WILSON WELLBEING SPACE

IN ATTENDANCE

Diana Sterck, Merton Chamber of Commerce (**Acting/Interim Chair**)
Martyn Cheesman, WDP
Rob Clarke, Age UK Merton
Elizabeth Coakley, Central Road Medical Centre
Jon Deakin, Evolve Housing
Chelliah Lohendran (Logie), Merton MH Forum
Russell Makin, Local Councillor
Corina Pall, Resident
Barbara Price, MVSC
Wendy Pridmore, Wimbledon Guild
Slawek Szczepanski, Polish Family Association
Mike Robinson, Public Health
Sue Tappenden, Merton CCG

NOT PRESENT

Rebecca Lanning, Resident (apologies given)

1. WELCOME AND HOUSEKEEPING

The Group members were welcomed the meeting.

2. REVIEW OF MINUTES OF THE LAST MEETING

ACCURACY:

The draft Minutes were agreed, subject to correcting 'mediation' to read 'meditation' under Item 2.

ACTIONS/MATTERS ARISING:

Group membership:

Sue reported that Kristina Burton is able to assist in identifying a young person's representative as required. (Discussed later in Item 4).

Ways of Working document:

On the agenda for discussion.

Meditation:

Corina would lead at each meeting.

Interim Wellbeing space:

Where appropriate and acceptable to the Steering Group, activity and service providers are able to make a small charge to service users to cover costs as needed.

Sue reported that she had discussed the use of the main Hospital Reception as a client waiting area with the NHS Property Services team who oversee activities at The Wilson. They were happy for Wellbeing clients to wait in the Waiting Room area but that they would need to be collected by the Wellbeing service provider via the outside of the building (ie not through the building) for security reasons. This seemed entirely acceptable to the Steering Group members who were grateful for the support. On a practical note, a stock of umbrellas may be required!

Group members were pleased that the heating was now functional. Sue reported that the majority of the agreed list of works to make the space safe and fit for purpose still remained outstanding. This was very frustrating, but every effort was being made to get the work completed as quickly as possible.

3. WAYS OF WORKING DOCUMENT FRAMEWORK

Sue and Mike led a discussion to inform a document that would set out agreed ways of working for the Steering Group. A draft framework was contained within the slide pack as a starting point for the discussion.

The Purpose of the Steering Group framework was agreed.

Amendments were agreed to the Membership framework as follows:

- The current membership would be fixed for a period of 12 months until October 2020;
- The Group would number 13. This was made up of the 11 appointed community members (see also group membership discussion in item 4) plus Diana and Barbara as community members from the original Executive Committee. Sue and Mike (as members of the original Executive Committee) would attend meetings but were non-voting members of the Steering Group;
- The Chair would be appointed by Group members.

Amendments/additions to the Ways of Working framework were agreed as follows:

- Meetings are attended by appointed Group members only (plus any invitees to support specific Agenda items). Steering Group meetings are not meetings that are held in public;
- The information and key messages to be disseminated to wider communities by Group members will be pre-agreed by the Group so as to ensure consistency of information and messaging;
- Decision making will be via a majority vote with the Chair having the casting vote where required;
- The Group will be quorate for decision-making when at least 7 voting members are present;
- Any matters for discussion that are considered confidential and not for sharing in the public domain will be highlighted as such through a separate private and confidential section of the Steering Group agenda;
- All meetings will be monthly with the frequency subject to review;
- Executive Group: the role of this Group is to provide an interim mechanism for “checks and balances” whilst the Steering Group is fully established eg oversight of operational budget spend. It will remain in place until a Steering Group Chair has been formally appointed;
- The Steering Group Chair (or their representative) to become a member of the Wilson Programme Board (Sue to formally request).

Amendments/additions to the Finance and Support framework:

- MVSC will host agreed Steering Group papers (documents, presentations, Agendas, Minutes, etc) on their website to act as a central resource for the public. Steering Group members can share the appropriate MVSC link on their own websites and community communications.

ACTION: Sue to confirm each Member's appointment until October 2020;

ACTION: Sue to now produce a Ways of Working document for agreement based on the framework discussion and agreed amendments;

ACTION: Sue to formally request (via CCG) that the Steering Group Chair becomes a member of the Wilson Programme Board.

4. GROUP MEMBERSHIP

A discussion took place in relation to the following:

- a) Barbara explained that an application from Rev Hannah Neale, BAME Voice, to be a member of the Steering Group had been submitted within the required timeframe but had unfortunately not been received. As such, Hannah's application had not been reviewed alongside the others. It had now been resubmitted and reviewed and Barbara confirmed that Hannah met the advertised requirements. It was agreed that, in the circumstances, Hannah be appointed to the Steering Group to represent BAME Voice.

ACTION: Sue to write to Hannah to confirm her appointment.

- b) Mike explained that Healthwatch had requested a seat on the Wellbeing Steering Group, although they hadn't made a formal application alongside other members. Whilst there was a clear view that Healthwatch should have followed the application process, it was also felt that the role of Healthwatch is to scrutinise the services that the Steering Group is going to develop and so being part of the Group would introduce a clear conflict of interest. It was agreed that Mike would explain the view of the Steering Group membership and why it was not considered appropriate for Healthwatch to join the Group. It was noted that the Chair of Healthwatch also chairs the Wilson Community Reference Group which will have close links with the Steering Group.

ACTION: Mike to speak to the Chair of Healthwatch and advise of decision.

- c) A discussion took place as to how to ensure young people are represented in the Steering Group discussions. It was agreed that a better way, rather than an individual sitting on the Group who would struggle to represent all young people, would be to utilise focus groups and existing links to access and involve a wider range of young people. This approach would ensure different views, needs and contexts are included within the discussions.

ACTION: Sue to advise Kristina Burton of this approach and thank her for her support.

5. USE OF THE INTERIM WELLBEING SPACE

Sue had updated the group on the position with the remedial work to get the space safe and fit for purpose.

It was agreed that a Task and Finish Group would be convened to agree a framework for booking the space (including any charging structure) and priorities for use. Any charging arrangements must sit alongside current local pricing benchmarks whilst also enabling access to the space by all types of groups and providers for the wellbeing of the community. It was recognised that any such arrangement must not destabilise existing space providers. Integration with the Wimbledon Community Portal (a central resource for community space) would also be investigated. The Task and Finish Group would consider all options and report back to the Steering Group at the next meeting. Sue would ask for volunteers to join the Task and Finish Group.

In the interim, it was agreed that requests received from groups/providers who had requested short-term use of the space over the coming months should be agreed with no charge but with the clear understanding that any future requests might not be agreed or agreed on the same terms.

Jon Deakin advised the Group that he was able to access a range of suitable furniture (at no cost) for the Wellbeing space due to the closure of a Resource Centre in Mitcham. It was positive that the furniture could be recycled for community use. The Group thanked Jon for facilitating this as there were a number of rooms that still required furnishing. Russell would seek to arrange support through Merton Community Transport to transport the donations.

ACTION: Sue to contact those requesting short-term space bookings in the coming months to advise of decision;

ACTION: Sue to convene Task and Finish Group;

ACTION: Sue, Jon and Russell to liaise re transporting furniture.

6. COMMUNICATION WITH THE COMMUNITY

This agenda item was deferred to the next meeting due to lack of time.

7. DATES OF MEETINGS

The date of the next meeting was agreed as Wednesday 4th December at 5.30pm.

8. MEDITATION

The meeting concluded with a 10-minute meditation practice, led by Corina. The Group members appreciated the opportunity and benefits of the relaxation and sense of calm at the end of the meeting.

end