

WILSON WELLBEING STEERING GROUP

WAYS OF WORKING

(January 2020)

PURPOSE OF THE GROUP

- The primary purpose of the Wilson Wellbeing Steering Group (the Group) is to champion and support the development and integration of wellbeing services at the Wilson Health and Wellbeing Campus, including interim arrangements;
- To develop a strong sense of ongoing, local community ownership of the wellbeing activities and services that meet needs;
- To develop and implement a strategy to ensure that appropriate levels of ongoing funding are in place to support the development and ongoing delivery of Wilson wellbeing services and activities;
- Working closely with the Wilson Community Reference Group as appropriate, to develop wellbeing communications and engagement plans and activities to influence the development of the Wilson Health and Wellbeing Campus;
- To provide regular updates and recommendations, based on community feedback, to the Wilson Programme Board for consideration;
- The Group is a part of the Wilson Programme governance framework.

MEMBERSHIP OF THE STEERING GROUP

- Initially, the Group membership will comprise 11 appointed community members plus 2 members from the original Executive Committee (Chamber of Commerce CEO and MVSC CEO), totalling 13 members;
- This founding Group membership will be appointed for an initial fixed period of 12 months until October 2020;
- The remaining 2 members of the Executive Committee (ST and MR) will attend meetings but are non-voting members of the Group;
- Group membership will include a diverse mix of experience, knowledge and skills from different communities/organisations in the local area including patient/residents, community and voluntary groups;
- Membership of the Group requires individuals to commit to 2 – 4 hours per month plus time for outreach work in order to carry out their responsibilities in relation to the Group's purpose;

- Absence from meetings: If a Group member does not attend 3 meetings in a row without giving apologies in advance and/or is not deemed by the Chair to have a sound reason for their absence, their membership from the Group may be terminated.
- Group members will appoint a Chair of the Group;
- Nomination and selection processes for future membership of the Group will be developed and agreed by the Group as and when required;
- Group members may have multiple interests and their participation in other groups is welcomed in order to inform Group discussions and decision-making;
- The “Executive Group” provides an interim mechanism for “checks and balances” whilst the Group is fully established (eg oversight of operational budget spend). The Executive Group will remain in place until a Steering Group Chair has been formally appointed.

WAYS OF WORKING

Group Behaviour and Activities

Group members will:

- Be respectful of other Group members or may be asked to leave the Group;
- Keep focussed on the purpose and activities of the Group;
- Represent the diverse views of those they are representing, rather than focussing on individual agendas;
- Take responsibility for disseminating information to wider communities on the topics discussed at the Group and collating/presenting feedback in to the Group;
- Ensure that only pre-agreed information and key messages, as agreed by the Group, are disseminated to wider communities. This will ensure consistency of information and messaging;
- Maintain required/agreed confidentiality of Wilson Programme materials within the Group.

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

Group Meetings

- Group meetings will be held monthly, with the frequency subject to review and change as required;
- Group meetings are **not** meetings that are held in public. Meetings are attended by Group members only;
- Any matters for discussion that are considered confidential and not for sharing in the public domain (ie recorded within shared Minutes) will be highlighted as such through a separate private and confidential section of the Group meeting Agenda;
- Other individuals may be invited to specific meetings/discussions to support specific Agenda items;
- The Group will create effective ways of getting business done that makes best use of available resources eg Task and Finish Groups;
- Each Group meeting will include a short 10-minute self-care session (eg meditation) to practice and reflect the importance of self-care.

Decision-making

- 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 50% of the current voting membership, excluding the meeting Chair, are present.
- Decisions via email: Where a decision is to be made via email, subject to checking that the email has been received by Group members, it will be deemed that they accept the content and agree with the proposed decision, unless they respond otherwise. Wherever possible, members will be given a 2-week deadline to respond. Based on responses, the Chair will then use their discretion to action the proposed decision;
- Urgent decisions: Where an urgent decision is required between meetings, the Chair can make such a decision at their discretion which must then be ratified at the next quorate meeting.

FINANCE AND SUPPORT

- The Group will have access to a small ring-fenced budget (£5k starting point) held by MVSC on behalf of the Group to support activities;
- Any additional funding to meet identified needs will be applied for to stakeholder organisations (eg CCG/Public Health/Other) via a business case developed and agreed by the Group members;

- Interim part-time project support is available to support the Group as agreed;

GOVERNANCE ARRANGEMENTS



The Chair of the Group (or their representative) will be a member of the Wilson Programme Board.

Review

This Ways of Working document will be reviewed at least annually and at other times where the purpose or structure of the Group and its responsibilities and activities may have changed.

REVIEW DATE: JANUARY 2021