

WELLBEING STEERING GROUP

NOTES OF THE MEETING HELD ON 4 DECEMBER 2019 AT THE WILSON WELLBEING SPACE

IN ATTENDANCE

Rob Clarke, Age UK Merton
Jon Deakin, Evolve Housing
Russell Makin, Local Councillor
Corina Pall, Resident
Barbara Price, MVSC (nominated Chair)

Mike Robinson, Public Health
Sue Tappenden, Merton CCG

NOT PRESENT

Diana Sterck, Merton Chamber of Commerce (apologies received)
Rebecca Lanning, Resident (apologies received)
Martyn Cheesman, WDP (apologies received)
Chelliah Lohendran (Logie), Merton MH Forum (apologies received)
Elizabeth Coakley, Central Road Medical Centre (apologies received)
Wendy Pridmore, Wimbledon Guild (apologies received)
Slawek Szczepanski, Polish Family Association (apologies received)

Rev Hannah Neale, BAME Voice

1. WELCOME AND HOUSEKEEPING

The Group members were welcomed the meeting. It was noted that the Group was not quorate and so no decisions could be taken at the meeting.

2. REVIEW OF MINUTES OF THE LAST MEETING

ACCURACY:

The draft Minutes were agreed as accurate, subject to correcting Russell's role to reflect his attendance as a local Councillor.

ACTIONS/MATTERS ARISING:

Ways of Working document:

- **Member appointment term:** This action remains outstanding (an oversight). Sue will complete ahead of the next meeting;
- **Wilson Programme Board membership:** Sue has formally requested this and received agreement in principle.

Group membership:

- **Rev Hannah Neale** has accepted the invitation to join the Group and the Task and Finish Group. **FURTHER ACTION:** Sue to follow up and check communication route as no further contact received;
- **Healthwatch:** Mike spoke to the Chair of Healthwatch who fully understood the position;
- **Young People representation:** Sue spoke again with Kristina who agreed with the Group's approach.

Use of the interim Wellbeing space:

- **Charges for current booked users:** Sue confirmed that she had spoken to those who had bookings in place;
- **Task and Finish group:** Group has met (on agenda);
- **Furniture:** The donated furniture is now in place and has made a big difference to each room. Jon, Russell and Fitzroy from Merton Community Transport were thanked for their efforts in sourcing and delivering the items.

Action Log:

It was agreed that an Action Log would be a helpful mechanism to monitor agreed actions and progress against them.

ACTION: Sue to produce and circulate.

PROCESS AND GOVERNANCE

As previously agreed, agreed Minutes will be posted on the MVSC website to enable local resident/public access. This will happen once the draft Minutes have been agreed at the next meeting and any required amendments made.

If a resident/community member wishes to raise an item for discussion by the Steering Group, they should email details to Sue Tappenden (sue@peopleworkconsulting.com) in the first instance, for consideration by the Chair.

ACTION: Barbara to speak to MVSC website team to remove/archive historical Wilson information and make Wellbeing Steering Group information more obvious and easily accessible for the community.

3. WAYS OF WORKING DOCUMENT FRAMEWORK

A draft v1 document had been circulated, based on previous discussions. Those present at the meeting were happy with the content, subject to the following changes:

- **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;

- **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.

It was suggested that a deadline be given for final comments and suggested changes to the Ways of Working document by all Group members so that the document can be finally agreed and signed off at the next meeting. Once agreed, it will be posted on the MVSC website.

ACTION: All Group members to be asked to send any final comments to Sue for agreement of final version at next meeting.

4. USE OF THE INTERIM WELLBEING SPACE

The Task and Finish Group had met and developed a draft Venue Hire Policy and Venue Hire Terms and Conditions Agreement form.

ACTION: Sue to circulate latest drafts to all Group members for comment and review at the next meeting.

Barbara agreed that MVSC were happy to provide support in issuing invoices to Hirers as required and to continue to hold any hire income to be used for the development of wellbeing services and activities.

A discussion took place about the need to understand the liability of the Steering Group and Hirers. Russell agreed to ask a representative from Springfield Law Centre to come to a future meeting to discuss arrangements that were required to understand and manage liability.

ACTION: Russell to speak to the Law Centre.

Other agreed actions from the discussion were as follows:

ACTION: Jon to bring a fire risk assessment form to the next meeting;

ACTION: Sue to check with NHSP (as landlords) about fire extinguisher maintenance;

ACTION: Sue to ask NHSP for a copy of the public liability insurance certificate.

ACTION: Sue to develop a Hirer Application Form.

5. COMMUNICATION WITH THE COMMUNITY

This agenda item was deferred to the next meeting due to small numbers in attendance.

6. DATES OF MEETINGS

It was proposed that meetings be held on the 3rd Wednesday of each month. The date of the next meeting is Wednesday 15th January 2020 at 5.30pm.

ACTION: Sue to send 2020 meeting dates to Group members

end