

WELLBEING STEERING GROUP

NOTES OF THE FIRST MEETING HELD ON 3 OCTOBER 2019 AT THE WILSON WELLBEING SPACE

IN ATTENDANCE

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

Dr Doug Hing, Merton CCG/GP (part)
Aman Nathan, Merton CCG (part)

In the absence of a nominated Chair, Diana had agreed to Chair the meeting.

PART 1: SCENE SETTING

1. Welcome and Introductions

The Group members were welcomed to this first meeting of the Wilson Steering Group. Everyone introduced themselves.

2. Scene setting Presentations (a copy of the presentations is available)

Dr Doug Hing (Clinical Director East Merton Model of Health and Wellbeing, Merton CCG) provided an overview of the Wilson Health and Wellbeing Campus, including the background to its development and the services and activities that will be available. The focus and ways of working at the Campus will be designed to support the wider aspects of living a healthy life beyond just clinical care.

Sue Tappenden (Project Manager for development of the Wilson Wellbeing services for Merton CCG) and Mike Robinson (Public Health consultant leading the development of Wilson Wellbeing services for Merton Council) provided an overview of the development and role of the Wellbeing Steering Group (using the published Plan on a Page as a framework). Sue currently works 2 days per week on the Wellbeing project and will support the work of the Steering Group.

Aman Nathan, Patient and Public Engagement Manager at Merton CCG, told the Group about the Wilson Community Engagement framework, including the Community Reference Group (CRG) and their work. Discussions will need to take place to agree how the Steering Group and the CRG work together to ensure there is clarity of purpose, that they are sighted on each other's work and to avoid duplication. In summary, the initial view was that the CRG will advise on and support the "how" of community engagement across the whole of the Wilson Campus development whilst the Steering Group will be more focussed on the "what" in relation to community engagement around Wellbeing services and activities.

ACTION: Once the CRG is re-activated, develop clarity and working arrangements between the 2 groups. This may include a Steering Group member sitting on the CRG. Aman/Sue will monitor.

PART 2: STEERING GROUP BUSINESS

1. What's on the Steering Group Agenda and Priority Actions

To get the Group up to date on Wellbeing activities and service development, Sue and Mike presented an overview of the current initiatives and developing activities that will shape the Steering Group's priorities and work. To date, the work of the Steering Group has been overseen by an "Executive" team consisting of Sue, Mike, Diana and Barbara (and Khadiru as former CEO of MVSC) but this leadership will now begin to shift to the Steering Group as it begins to develop and operate effectively.

The Group were updated about the interim Wellbeing space being made available at The Wilson ahead of the new development. This space is likely to be available for a period of at least 12 months and will then form part of the decant/transition requirements when the building development commences.

There is a small budget of £5,000 available (held by MVSC on behalf of the Steering Group) to support the work of the Steering Group.

2. Business Matters

Electing a Chair: The Group agreed that they would delay election of a Chair until they have got to know each other better and feel more confident in their knowledge around the experience and skills of individuals. In the meantime, Diana will Chair meetings.

Group membership: Sue advised the Group that a request had been made by Healthwatch to be part of the Group. A concern had also been raised about the absence of a young person's representative on the Group. Group membership would be discussed further at the next meeting.

ACTION: Sue to speak to Kristina Burton, Mitcham Town Community Trust / SHINE Merton, about a potential process to identify a young person to join the Group.

Terms of Reference/Ways of Working: It was agreed that there would be further discussion at the next meeting to establish and agree a working framework for the Group. This needed to be established more as principles of ways of working than complex Terms of Reference.

Corina offered to lead a short meditation at the start or end of each meeting (to be agreed by the Group). This will provide an opportunity for the Group to model a positive approach to wellbeing and self-care as well as setting a calm and positive tone for the start/end of each meeting as appropriate. This was welcomed by the Group.

ACTION: Sue to draft an outline document for discussion at the next meeting.

ACTION: Corina to lead a meditation at each meeting.

Communication with the Community: Group members felt strongly that the community must be made more aware of the Wellbeing initiatives and opportunities that are underway. Key messages need to be set out and publicised, including arrangements for use of the interim space. This will be taken forward on the next agenda.

Planning ahead: There was discussion about producing a project plan to support progress with initiatives developed and overseen by the Steering Group. Where appropriate, to consider developing Key Performance Indicators (KPIs) to support the review of initiatives to ensure they meet specific identified needs of the community.

Interim Wellbeing space at The Wilson: A discussion took place about facilities and use of the designated interim Wellbeing space. A number of questions were raised:

- Although use of the space may be available at no charge for new activities and services, what is the view of the CCG (as license holder of the space) in terms of providers charging for their activities? The charge would be to cover additional direct expenses such as group leader costs, insurance cover etc.
- Subject to specific agreed arrangements, would it be possible for the main Hospital Reception to be used as a waiting area for Wellbeing clients? This would provide added security for lone workers due to the isolated nature of Wellbeing space;
- Sue reported to the Group that there remained some operational restraints that needed to be resolved ahead of the space becoming available for use by the community. This included a functioning heating system, provision of hot water in the kitchen and toilets, access to drinking water and a range of other items to make the space safe and fit for purpose.

ACTION: Sue to investigate answers to the questions asked and to update at the next meeting.

3. Next Meeting

The date of the next meeting was agreed as **Wednesday 30 October 2019 at 5.30 pm**. Venue to be confirmed.

Agenda items to include:

- Group membership discussion
- Ways of Working
- Communication with the community
- Use of the interim Wellbeing space