

## Mitcham Health and Wellbeing Hub Programme Board MINUTES

<b>Meeting:</b>	Mitcham Health and Wellbeing Hub Programme Board
<b>Venue:</b>	Microsoft TEAMS
<b>Date/Time:</b>	30 <sup>th</sup> September 2020, 15:00 – 16:30

**Attendees:**

Job Title	Organisation
Lead Estates Manager (South West London)	South West London CCG
Locality Executive Director Merton and Wandsworth	South West London CCG
Senior Portfolio Optimisation Manager (North East & South West London)	NHS Property Services Ltd
Programme Director – Merton Place Transition	South West London and St George's Mental Health NHS Trust
Programme Manager	GRIMES Ltd
Director of Primary Care	South West London CCG
Director of Children, Schools and Families	London Borough of Merton
Interim Director Community and Housing	London Borough of Merton
Deputy Director of Estates	Epsom and St Helier University Hospitals NHS Trust
Engagement Lead, Merton	South West London CCG
Strategic Estates Lead – South West London	NHS England
Director of Transformation – Merton and Wandsworth	South West London CCG
Communications Manager	South West London CCG
Regional Partnership Director (London)	NHS Property Services Ltd
Property Development Manager	NHS Property Services Ltd

Job Title	Organisation
East Merton Primary Care Representative/Clinical Lead	East Merton Model of Health & Wellbeing GP
Senior Property Development Manager	NHS Property Services Ltd
CEO	Merton Connected
Deputy Director of Finance (Merton and Wandsworth)	South West London CCG
Chair	Wilson Wellbeing Steering Group
Wilson Wellbeing Programme Lead	People Work Consulting
Associate	GRIMES Ltd
Deputy Director of Operations (Interim) -- South West Division	Central London Community Healthcare NHS Trust

**Apologies:**

Job Title	Organisation
Director of Estates	St George's University Hospitals NHS Foundation Trust
Deputy Director, Estates and Facilities	St George's University Hospitals NHS Foundation Trust
Interim Director of Operations, South West Division	Central London Community Healthcare NHS Trust
Director of Public Health	London Borough of Merton

Agenda Item		Action Log Ref.
1.	<p><b><u>Welcome, Introductions and Declarations of Interest</u></b></p> <ul style="list-style-type: none"> <li>The Lead Estates Manager for the CCG confirmed role as chair until a new Chair and SRO is appointed, hopefully by the next meeting.</li> <li>There were no declarations of interest.</li> </ul>	
2.	<p><b><u>Draft Terms of Reference (for approval)</u></b></p> <ul style="list-style-type: none"> <li>It was confirmed that the membership of the Programme Board and work streams is not yet confirmed and further proposals are required.</li> <li>It was agreed further work is required on the quoracy terms for the Board</li> <li>It was confirmed that the purpose of the Board was to oversee the production of an Outline Business Case and the communications associated with the process.</li> <li>It was noted that the TORs enable the Board to engage with a wide range of stakeholders.</li> </ul>	

Agenda Item		Action Log Ref.
	<ul style="list-style-type: none"> <li>Merton Council confirmed support for the development of the OBC,</li> <li>It was agreed to ensure that pars. 1.13 and 1.14 and the governance diagram in Appendix 1 are aligned. It was confirmed that the Board would report into the Merton Health and Care Together Board. The ToR document and governance chart will be updated and recirculated to Board members for virtual approval following the meeting.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Confirm governance arrangements for the Project and update governance structure. Recirculate updated Terms of Reference to Board members via email.</li> </ul>	Ac-01
3.	<p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>It was agreed that a communications and engagement plan should be developed to ensure stakeholders understand the programme arrangements</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Communications representatives agreed to bring a first draft of the new communications and engagement plan to the Board meeting in November. Comms plan to explain the relationship between the Programme decision making process and public engagement.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Share timeline of options appraisal process with public, followed by timeline for project implementation once preferred option is agreed. Also explain reasoning of why options appraisal is required and that preferred site has not been decided yet.</li> </ul>	Ac-02  Ac-03
4.	<p><b><u>Report to Merton Health and Care Together Board (for note)</u></b></p> <ul style="list-style-type: none"> <li>The report to the Merton Health and Care Together Board (MHCTB) on 6<sup>th</sup> July was noted.</li> <li>It was noted that approval of the report by MHCTB provided the Mitcham Health and Wellbeing Hub Project Mandate.</li> <li>The Programme Board will update MHCTB on progress as we move forwards.</li> </ul>	
5.	<p><b><u>Scoping of Options Appraisal Process (discussion &amp; approval)</u></b></p> <ul style="list-style-type: none"> <li>The options appraisal document was discussed and approved.</li> <li>It was agreed that the arrangements for stakeholder participation in the appraisal require further development.</li> <li>It was confirmed that appraisal process, stakeholder participation arrangements and detailed appraisal documentation will be submitted to the November Programme Board for approval.</li> <li>It was agreed that “Health on the High Street” and other major programmes to reduce inequalities will form part of the evaluation process in the options appraisal. Guidance from the DH is that project teams should take reduction of inequalities into account when planning capital investments.</li> <li><b>The Board approved the Scoping of Options Appraisal Process document.</b></li> </ul> <p><b>Action</b></p>	

Agenda Item		Action Log Ref.
	<ul style="list-style-type: none"> <li>Set up stakeholder group for the project to enable options appraisal to take place.</li> </ul>	Ac-04
6.	<p><b><u>Communications and Engagement Objectives for Options Appraisal Process (discussion)</u></b></p> <ul style="list-style-type: none"> <li>It was agreed that clear messaging is required to inform stakeholders why the options appraisal is necessary.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>It was agreed to develop a governance document for project communications to ensure that controls are in place to manage key messages.</li> </ul>	Ac-05
7.	<p><b><u>Diary of Meetings</u></b></p> <ul style="list-style-type: none"> <li>The diary of meetings was noted. Timings to be confirmed</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>Meeting requests to be sent to Board members.</li> </ul>	Ac-06
8.	<p><b><u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>It was agreed that the <b>Programme Manager</b> will produce a Highlight Report with key information about project progress. The outputs of the working groups and task and finish groups will be included in the Highlight Report. It was agreed that the Agenda, Minutes and Highlight Report would be made public.</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>The <b>Programme Manager</b> said that the expectation is to bring the draft Economic Case to the Board at the meeting in January.</li> <li>NHSPS confirmed that they will arrange to meet Merton Council to discuss potential at each of the sites. However, those discussions will not impede the options appraisal process for the project.</li> </ul>	Ac-07

Action	Action Log Ref.
1. Confirm governance arrangements for the Project and update governance structure (inc. no delegated authority from Merton Council & no decision-making powers by general public). Confirm list of key stakeholders. Recirculate updated Terms of Reference to Board members via email.	Ac-01
2. Communications representatives to bring a first draft of the new communications and engagement plan to the Board at the next meeting in November. Comms plan to include statement that general public not involved in decision-making. Plan to include linking with new "Health on the High Street" initiative which aims to reduce inequalities.	Ac-02
3. Share timeline of options appraisal process with public, followed by timeline for project implementation once preferred option is agreed. Also explain reasoning of why options appraisal is required and that preferred site has not been decided yet.	Ac-03

Action	Action Log Ref.
4. Set up stakeholder group for the project to enable options appraisal to take place.	Ac-04
5. It was agreed to develop a governance document for project communications to ensure that controls are in place to manage key messages.	Ac-05
6. Meeting requests to be sent to Board members as per diary of meetings.	Ac-06
7. It was agreed that the Programme Manager will produce a Highlight Report with key information about project progress. The outputs of the working groups and task and finish groups will be included in the Highlight Report. It was agreed that the Agenda, Minutes and Highlight Report would be made public.	Ac-07

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