

Mitcham Health and Wellbeing Hub Programme Board

MINUTES

Meeting: Mitcham Health and Wellbeing Hub Programme Board

Venue: Microsoft TEAMS

Date/Time: 01st March 15:00 16:30

Attendees:

Role	Organisation
Lead Estates Manager (South West London)	South West London CCG
Senior Portfolio Optimisation Manager (North East & South West London)	NHS Property Services Ltd
Programme Manager for Mitcham scheme	GRIMES Ltd
Property Development Manager	NHS Property Services Ltd
Corporate business Manager for Merton & Wandsworth-Facilitating Meeting	South West London CCG
Head of Communications (Merton and Wandsworth, Media and Content)	South West London CCG
Deputy Director of Finance for Merton and Wandsworth	South West London CCG
Interim Director Community and Housing	London Borough of Merton
Locality Executive Director Merton and Wandsworth	South West London CCG
Director of Transformation – Merton and Wandsworth	South West London CCG
GP in Merton and East Merton and Prescriber Locality Lead	South West London CCG
Associate Director of Capital & Estate Management (Operational)	South West London and St George's Mental Health NHS Trust
Lead on Wilson Wellbeing	Wilson Wellbeing group- People work consulting
Deputy Director of Estates	Epsom & St Helier NHS Trust

Role	Organisation
Consultant in Public Health (East Merton)	London Borough of Merton

Apologies:

Job Title	Organisation
Associate	GRIMES Ltd
Director of Estates and Facilities	St George's University Hospitals NHS Foundation Trust
Director of Public Health	London Borough of Merton
CEO of Merton Connected	London Borough of Merton
Director of Children, Schools and Families	London Borough of Merton

Agenda Item		Action Log Ref.
1.	<p><u>Welcome, Introductions and Declarations of Interest</u></p> <ul style="list-style-type: none"> • Welcomes and there were no declarations of interest. • Apologies noted above 	
2.	<p><u>Minutes of Previous Meeting & Action Log</u></p> <ul style="list-style-type: none"> • Minutes of meeting on 25th January 2022 agreed as accurate record. • Action Log – The relevant actions were reviewed and noted in the log. • Matters arising: There were no matters arising. 	
3.	<p><u>Programme Site Options Appraisal Workshop Output Report (For Approval)</u></p> <ul style="list-style-type: none"> • The Site Options Appraisal Report was shared for review which outlined the following: The CCG led two workshop sessions and two Q&A sessions. The purpose of the first workshop was to identify the criteria against which the four shortlisted site options would be assessed and scored at the second workshop. • Board members were asked to approve the recommendation made in the report that The Wilson Hospital site in Mitcham scored highest and was therefore confirmed as the preferred site for the location of the Health & Wellbeing Hub, as evidenced by the final outputs of the workshops. • Project team to ensure the refreshed version of the report reflects the range of views captured as outputs from the workshops and includes the list of invitees and attendees, including the community groups. • An interim comms update to be issued to provide broader feedback to invitees and attendees at the workshops • The board agreed to the recommendation in principle on condition the report 	

Agenda Item		Action Log Ref.
	be redrafted and redistributed for the April meeting.	
4.	<p><u>Short Term Programme</u></p> <ul style="list-style-type: none"> • Next steps slides shared • Confirms we are in a position today of developing 80% of the business case within the agreed timeframe, subject to agreeing the final SWLStG requirements and sharing an updated Schedule of Accommodation with NHSPS. • The board's attention was drawn to the previous process that had been gone through to identify the SWLStG requirements to date. • It was agreed that the discussion with SWLStG about the requirement for admin space on the site should be concluded asap. 	
6.	<p><u>Standing Agenda Items</u></p> <p><u>Highlight Report (for Approval)</u></p> <ul style="list-style-type: none"> • Report shared for note and approval with outstanding issue being the scoping for SWLStG. • Agreed, the Highlight report is a professional report with technicalities and should go to the programme board and should include summary of key risks and issues. However, there was a discussion about whether a separate progress summary should be made available for publication without use of acronyms etc. <p><u>Communications & engagement Update</u></p> <ul style="list-style-type: none"> • Will highlight where the next milestones are. Keeping everyone up to date about the work that is taking place and where the key points in the programme are that can involve the community • Visual timelines are always more tangible. • Relaunch interest going forward. • Weave in the FAQ's and share. <p><u>Wilson Wellbeing-ST</u></p> <ul style="list-style-type: none"> • Conversations with Social Prescribing lead, Merton Uplift. Trying to encourage the need for people to use the space, developing a post covid model. <p><u>NHS Property Services-AE</u></p> <ul style="list-style-type: none"> • Nothing to raise. 	
7.	<p><u>Any Other Business</u></p> <p>No AOB</p>	
8.	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> • The next meeting is scheduled for 1st March 15:00-16:30. 	