

## Mitcham Health and Wellbeing Hub Programme Board

### MINUTES

**Meeting:** Mitcham Health and Wellbeing Hub Programme Board

**Venue:** Microsoft TEAMS

**Date/Time:** 25<sup>th</sup> January 2022, 15:00 – 16:30

#### Attendees:

| Role  | Organisation  |
|---|---|
| Lead Estates Manager (South West London)                                | South West London CCG                                     |
| Associate Director of Capital & Estate Management (Operational)         | South West London and St George's Mental Health NHS Trust |
| 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 for Mitcham scheme                                    | GRIMES Ltd  |
| Corporate business Manager for Merton & Wandsworth-Facilitating Meeting | South West London CCG                                     |
| Consultant in Public Health (East Merton)                               | London Borough of Merton                                  |
| Head of Communications (Merton and Wandsworth, Media and Content)       | South West London CCG                                     |
| Head of Patient and Public Engagement and Quality, Merton & Wandsworth  | South West London CCG                                     |
| Strategic Estates Lead – South West London                              | NHS England   |
| Director of Transformation – Merton and Wandsworth                      | South West London CCG                                     |
| Property Development Manager  | NHS Property Services Ltd                                 |
| GP in Merton and East Merton and Prescriber Locality Lead               | South West London CCG                                     |

| Role   | Organisation                                   |
|--|--|
| Deputy Director of Finance for Merton and Wandsworth | South West London CCG                          |
| Senior Property Development Manager                  | NHS Property Services Ltd                      |
| Graduate in Property Services                        | NHS Property Services Ltd                      |
| Associate  | GRIMES Ltd                                     |
| Lead on Wilson Wellbeing                             | Wilson Wellbeing group- People work consulting |

### Apologies:

| Job Title                                  | Organisation             |
|--|--------------------------|
|  |                          |
| Director of Children, Schools and Families | London Borough of Merton |
| Interim Director Community and Housing     | London Borough of Merton |
| Deputy Director of Estates                 | Epsom & St Heliers       |
| 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>• Introductions from all and commences meet</li> <li>• There were no declarations of interest.</li> </ul>  |                 |
| 2.          | <p><b><u>Minutes of Previous Meeting &amp; Action Log</u></b></p> <ul style="list-style-type: none"> <li>• Minutes of meeting on 04<sup>th</sup> November 2021 agreed as accurate record.</li> <li>• Action Log – Actions were reviewed and noted in the log.</li> <li>• Matters arising: There were no matters arising.</li> </ul>  |                 |
| 3.          | <p><b><u>Highlight Report (Document review)</u></b></p> <ul style="list-style-type: none"> <li>• The highlight report was shared for comment. Members were requested to review the cover sheet and confirm logos and design.</li> <li>• It was agreed that a suitable cover sheet would be discussed for final agreement.</li> <li>• The board agreed that the Chair will sign off future external communications and updates would be shared with the board via a communications log/standing agenda item.</li> </ul> |                 |

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|-------------|--|-----------------|
|             | <ul style="list-style-type: none"> <li>The January highlight report was approved for publication, pending agreement of cover.</li> </ul>   |                 |
| 4.          | <p><b><u>Project Scope</u></b></p> <ul style="list-style-type: none"> <li>A paper was shared regarding the management of potential changes to programme scope, to be agreed by the board:             <ol style="list-style-type: none"> <li>To delay any consideration of a request to amend scope beyond the FBC approval which would mean the request would not be within the scope of the programme.</li> <li>To accept changes in scope to be managed externally, working in parallel but governed outside the board.</li> <li>To manage change within the programme scope and manage as part of the programme governance.</li> </ol> </li> <li>The options were agreed by the board as suitable.</li> <li>The Chair agreed a meeting with SWLStG should be arranged at the earliest opportunity to progress scope of the MH Trust arrangements and operating model at the new facility.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>To arrange a meeting with SWLStG.</li> </ul>   | Ac-09           |
| 5.          | <p><b><u>Engagement Programme</u></b></p> <ul style="list-style-type: none"> <li>Report of engagement undertaken to date with respect to community group involvement in the upcoming site option appraisal workshops and wider programme. There will be a rolling engagement programme to encourage participation from local people as the programme progresses. The board agreed to this approach. The initial engagement has been to encourage community groups participation in the two upcoming site options appraisal process, including Young Inspectors, BAME Merton, Healthwatch, Merton Connected and Polish Family Association.</li> <li>It was commented that the information shared about site options as did not see this reflected in the comms and engagement plan. It was confirmed that purpose of workshops has been made clear in conversations and meetings with groups. Being open and transparent was confirmed as a key objective of the comms and engagement plan going forward.</li> <li>The Chair asked to check if all stakeholders had been engaged with. A final list will be shared. Board members were asked to raise any gaps asap.</li> <li>The process for two workshops was explained, two Q&amp;A sessions and how the outputs from the sessions will be reported back to the board on 1<sup>st</sup> March. All were agreed with no further questions.</li> </ul> |                 |
| 6.          | <p><b><u>Short Term Programme</u></b></p> <ul style="list-style-type: none"> <li>The short-term programme is to encapsulate progress to date and go forward with the OBC as planned.</li> <li>CCG will work in parallel with NHPSPS to ensure funding and final scope statement is concluded by end of March, at which the final bit of OBC will be drafted.</li> <li>The board to note local borough council elections which are taking place in May. Chair acknowledged the programme needs to be mindful of this when</li> </ul>  |                 |

| Agenda Item |  | Action Log Ref. |
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|             | considering wider approvals process. <ul style="list-style-type: none"> <li>It was confirmed the project team would attend MHCT Board in February to update on progress.</li> <li>It was also noted by the Chair that the second workshop is planned for half term week which may affect attendance.</li> </ul> <b>Action</b> <ul style="list-style-type: none"> <li>Invite list for workshops and invitation to be sent from Chair's diary for Mitcham Workshops</li> </ul>   | Ac-10           |
| 7.          | <b><u>TOR</u></b><br>Revised version will be sent in the next week (AG to action). Draft to be re-sent by the 04 <sup>th</sup> February with responses returned by 14 <sup>th</sup> Feb.<br>Chair requests ToR to be signed off in next meeting.   |                 |
|             | <b><u>Next Meeting</u></b> <ul style="list-style-type: none"> <li>The next meeting is scheduled for 01<sup>st</sup> March, 15:00-16:30.</li> </ul>   |                 |
| 8.          | <b><u>Any Other Business</u></b> <ul style="list-style-type: none"> <li>Updates on the Wilson Wellbeing programme and time on the agenda would be much appreciated. Chair agreed to include as standing Agenda item for future meetings.</li> <li>Board updated on Wilson wellbeing and spoke about future funding requirements. Mentioned close links to LBM's Sustainable Merton and plans for textile recycling workshop. The garden is up and running and will look to include community groups going forward.</li> <li>Chair acknowledged that a subgroup would be established as part of wider programme and to include Wilson Wellbeing rep.</li> </ul> | Ac-11           |

| Action  | Action Log Ref. |
|---|-----------------|
| 1. Chair requested a meet with wellbeing lead to discuss funding/resources. | Ac-12           |