



## **Appendices to Annual Report May 2023 – April 2024**

### **APPENDIX 1 - GOVERNANCE**

In April 2016 it was agreed by SWF Healthcare 2000 Group (SWFHC2000) and SWF Town Council (SWF TC) to form the new South Woodham Ferrers Health & Social Care Group (SWF H&SCG). This is an amalgamation of SWFHC2000 and the SWF Care Lunches. It was agreed to run SWF H&SCG for an initial year's pilot when it was reviewed in conjunction with SWF TC. It was then agreed to continue as SWF H&SCG was operating as had been intended.

#### **Purpose of the Group**

SWFH&SCG was established to look after the health and social care interests of the people of South Woodham Ferrers, recognising the roles of health and social care related professionals, volunteers and the Patient Participation Groups.

SWFH&SCG also took on the SWFHC2000 Task Force which convenes to consider major health and social care issues affecting the Town where consultation or representation is required.

Representatives of the following are participants:

- Essex County Council
- Chelmsford City Council
- SWF Town Council
- SWF CPPG
- SWF Practice Managers
- SWF Faith Communities
- SWF Pharmacists
- SWF Dentists
- SWF Opticians
- SWF Business Community
- SWF Education
- SWF WIs
- SWF Rotary & other benevolent groups
- SWF Senior Citizens
- SWF Sports & uniformed groups

Others may be added as needed. The Town's MP is kept advised of significant developments and is expected to continue to use this group for appropriate constituency purposes.

Each of SWF's General Practices has a Patient Participation Group (PPG) which interacts with the Practice Staff to try to ensure that the best quality services are provided for their patients. The PPGs work closely with SWF H&SCG on matters involving all health and social care services provision for the Town. SWF H&SCG leads on all non-GP services whilst the PPGs lead on the Town's GP services. Although individual Practices have their own websites on which PPGs have a page, they have agreed with SWF H&SCG to use its website for communicating collective issues. Additionally, they will utilise SWF H&SCG's social media to obtain the widest possible coverage. So from time to time you will see PPG news here helping to give an integrated view of health and social care in SWF. This has increased substantially since the Covid-19 pandemic, the creation of the Mid & South Essex Integrated Care System and the Dengie & SWF Primary Care Network (PCN).

## **Governance**

SWF H&SCG is open to anyone who lives, works, has a local need to access health and social care or is involved in health and social care in SWF.

SWF H&SCG will be managed by a Management Team comprising Chair, Task Force Chair and Minute Secretary supported by an Administrator.

There will be an annual meeting open to all, at which the posts of co-Chairmen and Minute Secretary will be elected.

Nomination notices will be issued on the website, on the Town's social media, in the Group's weekly newsletter, and as far as possible in Focus 4 weeks prior to the meeting with nominations for office required 2 weeks before the meeting

The nominations will be addressed to the Administrator.

Nominees must have a proposer and seconder and be willing to serve.

SWF TC will assign a representative and/or a deputy to attend meetings and report back to SWF TC as appropriate.

The SWF TC representative will also be a member of the Task Force as required.

The Administrator will be appointed by the Management Team and he/she will receive an honorarium or be paid on a self-employed basis for the work.

SWF H&SCG has a bank account and there will be an annual financial statement submitted by the Administrator to SWF TC on a date to be agreed.

SWF H&SCG's Annual General Meeting will be chaired by a City Councillor.

## **Venue for meetings**

Any SWF H&SCG public meetings will normally be held in Holy Trinity Church, SWF, subject to availability.

Holy Trinity Church has kindly agreed to provide this facility free of charge. These public meetings will be held as required from 6.30pm – 8.30pm on a weekday evening to maximise accessibility to everyone.

Tea, coffee, water and biscuits will be provided.

At the 2019 AGM it was agreed that SWF H&SCG would move to a more online way of operating by increasing its use of its website, social media and virtual means. This has proved to be timely as it has been invaluable during the Covid-19 pandemic and is proving to be popular since then.

## **APPENDIX 2 - ROLE DESCRIPTIONS FOR GROUP'S OFFICERS**

### **1. Group Chair:**

- To put together, with the Management Team, a list of topics for presentation at the main meetings of the Group
- To receive from members of the Group, suggestions for topics to be presented at the main meetings of the Group
- To arrange with the Secretary /Administrator to convene the meetings (probably the AGM and Annual Meeting plus any others) as required.
- To keep abreast of developments in health and social care to inform the Group's agenda
- To maintain awareness of the key individuals or organisations in order to assist the Secretary/Administrator to invite speakers
- To chair the meetings
- To ensure proper communication of meetings
- To represent the Group as required
- To chair and be a key member of the Management Team
- Time requirement 10 hours per week, around 20 during and since the Covid pandemic

### **2. Task Force Chair:**

- To react to requests from key players in health and social care who wish to consult the South Woodham Ferrers Community about their intentions
- To react to major changes planned in health and social care in South Woodham Ferrers.
- To ensure with the Secretary/Administrator that representatives of all key groups are involved in Task Force Business
- To work with CPPG and Practice Managers on any topic where they feel the influence of the Task Force would be helpful.
- To input to the Town Council Neighbourhood Plan
- To chair Task Force meetings
- To ensure proper communications
- To represent the Group as required
- To be a key member of the Management Team
- Time requirement 3 – 4 hours per month; more during and since Covid

### **3. Minute Secretary:**

- To record proceedings of the main group meetings
- To record proceedings of the Task Force
- To record proceedings of the Management Team
- To be a key member of the Management Team
- Time requirement 3 – 4 hours per meeting ; more during Covid

### **APPENDIX 3 - ROLE DESCRIPTION FOR GROUP'S ADMINISTRATOR**

Tasks include, but are not limited to:

- Maintaining the group's contact database using Mailchimp
- Maintaining the group's automated weekly newsletter and sending ad-hoc mailings to database using Mailchimp (to include meeting invites & minutes)
- Distributing group's articles and press releases to local newspapers and magazines
- Maintaining the group's website and adding news articles using WordPress
- Maintaining the group's social media presence and engaging with local residents and organisations to ensure relevant information is available to all
- Recording group's activities and financial incomings & outgoing in preparation for annual report
- Connecting with relevant organisations and build relationships – invite appropriate persons to join the Task Force, and assist organisations to hold appropriate events within SWF (i.e. consultations and awareness campaigns)
- Booking rooms and organise refreshments for meetings
- Supporting increasing use of virtual media and means of operating
- Attending Management Team meetings and make notes thereof as necessary
- Receiving and counting votes for annual election of Management Team
- Any other administration and action agreed with the Management Team



**Appendices to Annual Report  
May 2023 – April 2024**

**APPENDIX 4 – FINANCIAL REPORT**

**Income & Expenditure Account  
Year end 30 April 2024**

	<b>EXPENDITURE</b>	<b>INCOME</b>	<b>BALANCE</b>
Brought Forward: May 2023			£6,800.65
<b>Expenses:</b>			
<b>Administration Costs:</b>			
May 2023	£75.00		
June 2023	£57.65		
July 2023	£139.82		
August 2023	£57.33		
September 2023	£80.15		
October 2023	£76.70		
November 2023	£53.90		
December 2023	£53.90		
January 2024	£68.69		
February 2024	£68.77		
March 2024	£91.17		
April 2024	£65.22		
	(£888.30)		£5,912.35
<b>Travel Costs:</b>			
Claim pending			
<b>Other Costs:</b>			
Tgudgeon Media Ltd – production of film	£4,409.76		
			£1,502.59

	EXPENDITURE	INCOME	BALANCE
Bank Account @ 30/04/24			£6,800.65
<b>Forecast:</b>			
Ring fenced for Documentary film project – residual	£590.24		
			£1,502.59

This is our first full year post the COVID-19 pandemic. This demonstrates our return to more normal circumstances with much lower administrative hours and costs. We keep a close eye on our cashflow forecast and apply for future grants in good time to maintain our essential services.

The production of the documentary film about “The Impact of Covid on Dying, Death & Bereavement” has been a major piece of work during this financial year. The intervention of the General Election on 4 July 2024 impacted upon the premier screenings and subsequent publication.

We are now (August 2024) about to finalise our report about this production for the funders and that will be after accounting for the attendant expenses for this ring-fenced project and some miscellaneous outstanding expenses.

The present cash in hand is sufficient to assure our solvency and sustainability for the coming months.

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**APPENDIX 5 – WEBSITE, SOCIAL MEDIA & NEWSLETTER DATA**  
**May 2023-April 2024**

**Website**  
**May 2023 – April 2024**

Total views: 19420

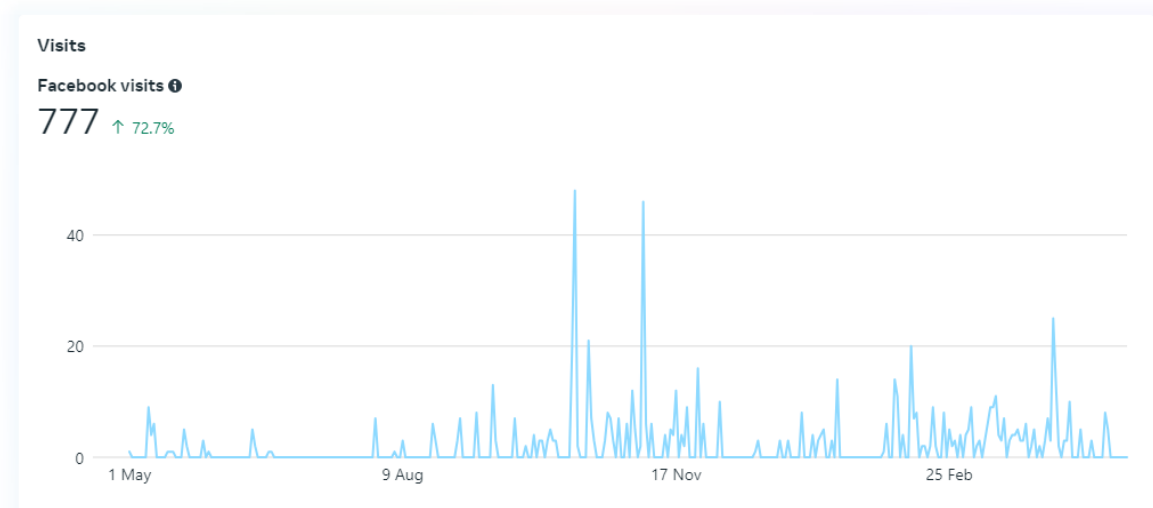
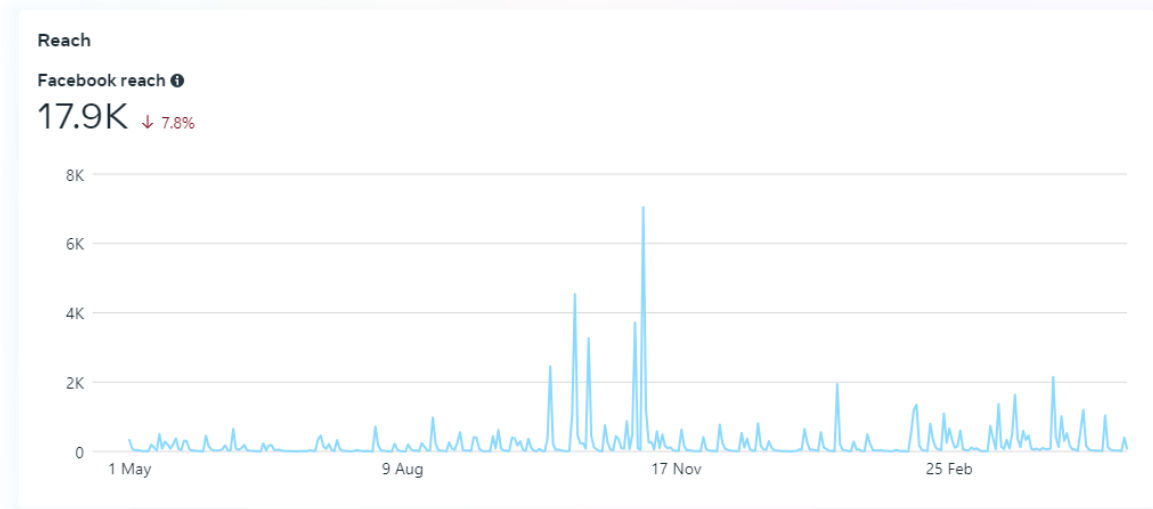
Total visitors: 13043

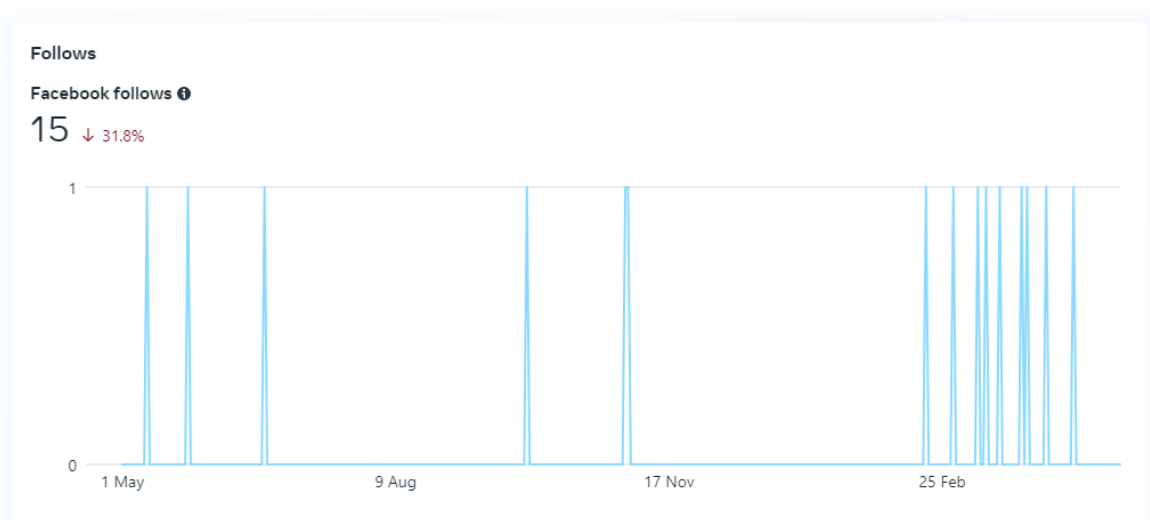
Posts: 251

	<b>Views</b>	<b>Visitors</b>	<b>No of posts</b>
May-23	1886	1315	25
Jun-23	1571	1072	17
Jul-23	1790	1195	19
Aug-23	1741	1168	19
Sep-23	1742	1179	27
Oct-23	1888	1314	16
Nov-23	1444	939	21
Dec-23	1041	712	17
Jan-24	1380	887	19
Feb-24	1431	925	23
Mar-24	1772	1131	22
Apr-24	1734	1206	26
<b>Total</b>	<b>19420</b>	<b>13043</b>	<b>251</b>



**Facebook**  
**1 May 2023 – 30 April 2024**





**Newsletter**  
**To 30 April 2023**

313 subscribers (no other data available)