

From: [REDACTED]

Sent: 18 February 2020 13:56

To: [REDACTED]
[REDACTED]
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Cc: Mike Robinson <Mike.Robinson@merton.gov.uk>; [REDACTED]

Subject: WILSON WELLBEING COMMUNICATION TASK AND FINISH GROUP MEETING TOMORROW

Importance: High

Hi All

Hope this finds you all well.

I appreciate that tomorrow evening's meeting is not a general business meeting (see my email below) and that not everybody will be attending. It's also half-term and so some people are away. I thought, however, that everyone would appreciate receiving the information about the topics we will be discussed, plus there are a few points of news.

Tomorrow's meeting (5.30 - 7.30pm)

The focus of this meeting will be Communications. Now that we have the space fit for purpose, it is a priority to let the community know about the space and how they can use it and, as the activity schedule starts to grow, what is going on there.

As a Starter for 10 list, I think the following things (in no particular order) need to be discussed and actioned:

- Messaging - what info does the Steering Group want to give out at this point, to whom and how?
- Domain for website/email etc;
- Website: how is this to be taken forward? (I have some thoughts from the CCG to bring to the discussion)
- Signage for the Wellbeing space;
- Logo (see below for proposed designs);
- Shared diary for bookings.

There are sure to be other things but this will get us started! Please come along if you are able so that we can have as many involved in the conversations and decision-making as possible.

[REDACTED]

██████ has let me know that he is moving on to pastures new that are nearer to his home and so will be leaving ██████ at the end of the month. This means that he will no longer be part of the Steering Group. ██████ has been a stalwart member of the Group and a valuable contributor to our work so far so will be sadly missed. I am sure you will join me in wishing him well for the future. I've copied him in to this email so that he sees this. Thank you ██████ and best wishes!

Use of the Wellbeing space

I have met with the [REDACTED] (psychologist looking after veterans, not a psychologist who has been in the armed forces!) who wants to see a particular client more locally and to build the service in Mitcham. She loved the space. Lone working might be an issue for them so she is going to talk to colleagues and come back to us.

I am meeting this week with a contact of the local police who runs mediation sessions for victims/perpetrators. They need a quiet and appropriate space. Again, lone working might be an issue but let's see.

██████ is going to be running an 8-week coaching workshop to help people take action in their lives and be the best they can be. Low-cost to ensure it's available to everyone. Starts in April.

The children's theatre group are going to building more sets/making costumes in the space over the next few weeks.

Possibility of more space

Without any promises, I am looking in to us being able to extend the Wellbeing space to provide greater capacity and even the potential to open the space for fixed periods as a sort of drop-in space if that was something that was felt to be useful and needed. Having a drop-in up and running would offer support for services for whom lone working is an issue if they can be on site at a parallel time. This other space is on the left hand side as you come in to the existing Wellbeing space. It needs some work but not masses as it's essentially in pretty good order, subject to the heating working! I can show you a video of it. Will keep you posted.

Think that's all for now.

Hope to see those of you who can make it tomorrow at 5.30pm. Otherwise, next general meeting is Wednesday 18 March.

[REDACTED]

[REDACTED]

On 3 Feb 2020, at 08:20, [REDACTED] > wrote:

Dear All

I hope this finds you well.

Please note the following:

1. **February meeting:** Just to confirm the decision made at the last meeting that the February meeting (19th) will be a Communications Task and Finish Group and so **will not be** a full general business meeting. Everyone is welcome to attend the Comms meeting if they would like to where the focus will be on comms strategy development and agreeing specific activities and elements to market and support the work of the Steering Group, the wellbeing space and develop the depth and breadth of community knowledge and interaction. Please come along if you would like to be part of the Comms conversation. I will send out a reminder/papers nearer the time;
2. **March meeting:** The March meeting (18th) will be the next full general business meeting;
3. **Ways of Working document:** At the January meeting, a small change was made to the draft Ways of Working document to ensure that the quorate arrangements are practical. This now reads "The Group will be quorate for decision-making when at least 50% of the current voting membership are present, excluding the meeting Chair". This provides greater flexibility if membership numbers fluctuate. This document was agreed, subject to this change, and so a copy is attached for you. It will also be posted on the Steering Group section of the [REDACTED] website.
4. **Steering Group Chair:** I am delighted to confirm that, at the January meeting, [REDACTED] was appointed Chair of the Wellbeing Steering Group. I know you will join me in congratulating and thanking [REDACTED] (if you haven't already!) - her experience, local knowledge and connections will be invaluable. [REDACTED] appointment is initially until October 2020, in line with the term of all member appointments to the Steering Group.
5. **[REDACTED] website:** The Wellbeing Steering Group now has its own section under the Wilson Health and Wellbeing Campus section on the [REDACTED] website (found via the [REDACTED] tab on the homepage). This is where the agreed Steering Group Notes of

Meetings and other documents can be made available to the public. The link to the Steering Group section is here: [REDACTED]

Do let those you know in the community know about this information so that we can start to make people more aware of the work of the Steering Group. Future plans for a dedicated website will be discussed at the Comms Task and Finish Group meeting on 19th Feb as above.

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6. Agreed papers for the website: The draft Notes of the December meeting were agreed at the last meeting and will be posted on the [REDACTED] website as described above, along with the final Ways of Working document.

7. Draft Notes of the January meeting: These will be sent out to you for information in due course, final content to be agreed at the March meeting.

Think that is all and I hope all of the above is clear.

I look forward to seeing those of you would like to attend at the February Comms T&F meeting. Otherwise, see you in March. In the meantime, please don't hesitate to get in touch if you have any questions.

[REDACTED]

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<WWSG Ways of Working Jan 20.pdf>