



Neath Port Talbot
Health & Wellbeing Group

NEATH PORT TALBOT HEALTH AND WELL-BEING GROUP

EXECUTIVE COMMITTEE

14th October 2021

Venue: via Microsoft Teams

MINUTES

Present: Karen Jones (KJ), Anita James (AJ), Kirsty Williams (KW), Huw Jones (DHJ), Sheenagh Rees (SR), Derek Jones (DJ), Nita Sparkes (NS), Jayne Dennis (JD), Steve Owen (SO), Julie Robinson (JR), Debra Lawrence (DL)

1. **Apologies:** Neil Evans (NE), Lynne Doyle (LD), Elinor Wellington (EW), Cllr. Carol Clement-Williams (CCW), Shirley Freeguard (SF), Caryn Furlow-Harris (CFH)

2. **Declarations of Interest**

None

3. **Minutes of Executive Committee Meeting held on 14th June 2021**

To include apologies from NS and amend attendance. Otherwise, minutes accepted as accurate.

4. **Matters Arising**

- Margam Orangery 'join a Christmas party' - KJ advised the group that the places that had been reserved by NPTHWG for the Margam Orangery Christmas party have been provisionally booked places for the 2022 event, not 2021.
- Constitution of group – at the last Exec meeting CFH had requested that all Exec members email her electronic copies of their signatures as these were needed to complete the document for constituting the group

Action: AJ to confirm with CFH that all the signatures have now been received

5. **Lottery sub-committee meeting 28th Sept 21:**

- KJ advised that there have been a lot of new members since the start of this financial year, but staff have also left the LA so we are slightly short of our net

target on new members – there has been a net gain of 21 members between Apr and August

Action: AJ to make sure that NPTHWG information is included in induction information for new staff

6. Finc & Gov sub-committee meeting 28th September 2021:

- KJ has handed over the treasurer role to DHW. AOD did an audit to 31.7.21 and confirmed that at the point of handover everything was in order. There are still some practical issues to work out with the bank in terms of account access etc.
- KJ explained that internal audit was keen that review the way the draws take place in light of the remote arrangements since the start of the pandemic, particularly in relation to having independent adjudicators present.

Action: KJ and NS to look at possible options to reintroduce the adjudication virtually. Anyone who has any suggestions email them to KJ.

7. Decisions made since last Executive Committee meeting (14th June 2021)

None

8. Outcome of Interim Audit July 2021

See section 6 - 6.Finc & Gov sub-committee meeting 28th September 2021

9. NPT Health and Wellbeing Group - Financial Statements – Cost of Virgin Go

DHJ talked through the documents in the meeting pack.

Lucky Fridays - the Lucky Fridays account has seen a gradual increase in income over the year. The forecasted income for the year is £111,427.

Wellbeing account – DHJ explained that the Council has agreed to fund the cost of 300 places for VP Go, which is sufficient to fund all participants Re VP Go, so assuming that the wellbeing account will not need to pay for any places, the only outgoings so far is a 5,000 payment for the Perkz subscription. This would mean that there is a forecasted £20,539 available to spend on staff wellbeing.

10. NPT Health and Wellbeing Group - Risk Register

- KJ highlighted that a new risk has been added to the risk register to ensure that key documentation, where required (e.g. when it is revised), contains the necessary signatures.
- KJ also explained that removing past members from the Facebook group is proving difficult as a lot of people don't use their real name on Facebook (e.g. teachers, so it is difficult to identify members and past members). A discussion took place about the level of risk associated with this.

Agreed: it was agreed that the risk associated with past members remaining part of the Facebook group is quite low.

- KJ updated the group on the status of the Data Sharing Agreement. There is a requirement for this to be put in place with the Council by January 2022. The draft agreement has been brought forward as an interim policy while the other documents are being developed.

11. NPT Health and Wellbeing Group – Procedure for the use of the NPTHWBG Logo

AJ confirmed that the guidelines for the use of the logos (NPTHWG and Lucky Fridays) had been reviewed at the Finance and Governance Sub-Committee on 28.9.21 and it had been agreed that no updates were needed.

Agreed: Group happy to adopt the Procedure for use of NPTHWG Logos

12. NPT Health and Wellbeing Group - Well-being Activities:

- Luminate – almost 80 members have taken up the member discount. A discussion took place regarding extending the deadline for members to apply for discounted tickets member to Oct 29th 2021 as it had been previously agreed that the group would subsidise up to 200 tickets. KJ commented that every time it has been promoted there have been a flurry of applicants.

Agreed: to extend the deadline for members to apply for discounted Luminate tickets to 29.10.21

Action: KW/AJ to continue to promote the discounts

- Perkz Update - KJ explained that the Perkz subscription is for renewal. A discussion took place about the benefits for members from this scheme

Agreed: KJ to extend Perkz for another year and negotiate the best deal possible.

- Ideas for future activities - A discussion took place on various ideas of how best to use the £20,000+ in the wellbeing account for the benefit of members. Ideas included - guided walks with a free hot drink, sessions on men's mental health with Mal Emerson (a mix of virtual and physical sessions), wellbeing sessions with MIND, and free cinema nights. NS stated that there had been a low take up of shift workers for VP Go, so consideration should be given to activities that are inclusive for people who work shifts.

KJ suggested a 12 days of Christmas campaign to draw additional bonus prizes.

Action: KW to create poll for Facebook and Yammer to gauge which bonus prizes members would most like to see (to be completed within 2 weeks of this meeting)

Action: KJ to contact MIND to discuss options

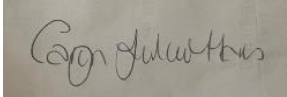
Action: SO/DJ to contact Mal Emerson to discuss talks on men's mental health with alternative venue options (virtually or in a civic building)

13. AOB

NS explained that the council is rolling out Yammer to all O365 licence holders and asked if we can we put some messages in the Wellbeing group. Should have 2000+ people in that group over the next few weeks.

Next meeting – 1st December 2021 via Teams

I hereby agree that these minutes are a true and accurate record of the meeting.

Signed (Chairwoman)  Date: 6.12.21

Signed (Seconder) *A. James* Date: 6.12.21