|  |  |  |
| --- | --- | --- |
| Woolpack House The StonebowYORKYO1 7NPTel: 01904 405 487 | **C:\Users\lisa.fuzzard\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\YS30V421\JorvikGillygate_Logo_CYMK_PRINT2.jpg** |  |

**CORE** **PPG MEETING – SATURDAY 14th January 2023 - MINUTES & ACTIONS**

|  |  |  |
| --- | --- | --- |
| Attendees: | Robyn Smyth (Practice Administrator)Dr Di Gomery Gail Smith Kathy GibsonRobin Peach June HuttMurray RosePennie Holt Jacky FrereTim HowellEllen Murphy Charlette Sheils-SmallFrank Healy  | Temporary Chair: Wendy Stevens (Managing Partner) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Item No** | **SUBJECT** | **ACTION** |
| **1** | **Welcome and Introductions – Wendy Stevens**  |  |
| **2** | **Terms of Reference*** Terms of Reference briefly introduced by Robyn – to be agreed upon and signed by the Chair and Deputy Chair. Once these actions are complete, the Chair will share with the wider group. If anyone wishes to view the draft T.O.R prior to this, please send an email request to hnyicb-voy.jgp-compliance@nhs.net.
 | **Action for MR and DG** |
| **3** | **Confidentiality Agreement*** Confidentiality agreement introduced by Robyn. Physical forms were distributed to the group to review, be signed, and handed in either at the end of the meeting or to reception at a later date. It was agreed that those not in attendance would receive copies via email.
 | **Action for RS** |
| **4** | **Job Descriptions and Committee selection*** Job Descriptions for a Chairperson, Vice Chairperson, Secretary and Deputy were distributed amongst the group. The group were left to discuss for 30 minutes and reached the following decision:
* Murray Rose as Chairperson
* Di Gomery as Vice Chairperson
* Ellen Murphy, Frank Healy, and Kathy Gibson to share roll of Secretary

It was agreed that this committee would meet prior to the next official meeting (date yet to be confirmed – but it was estimated for 3-4 weeks' time).  | **Action for Committee** |
| **9** | **Core Group and Wider Group Responsibilities*** The Core Group are to meet a minimum of four times a year. The group may meet more frequently if they feel it is beneficial, but practice staff are not required to attend these additional meetings (unless agreed).
* The training room at Woolpack House was offered as a meeting venue, where members could Zoom in if they could not attend physically.
* A question was raised regarding funding for the group. It was discussed that the practice does not have a large budget, but that it could supplement small charges for things like room hire if needed. Wendy explained that the practice does an annual fundraising event, and that the PPG could be a potential beneficiary. It was suggested that the group could organise its own fundraising events, in which case a Treasurer would need appointed.
* A valid concern was raised that the wider group is very large (close to 200 people), however it was agreed that it would be the Core Group in attendance at face-to-face meetings unless any events or projects required the wider group to be physically present (for example, coffee mornings, community events, health awareness events, etc.)
* It was decided that the wider group would also be relied upon for providing topics of discussion for the Core Group meetings and submission of surveys.
 |  |
| **10** | **Communication*** The Core Group suggested that they could communicate with each other via a WhatsApp group chat, though this is yet to be confirmed.
* Communication between Core Group and Wider Group to be decided in the second meeting with Wider Group members present (14:10, 14th January).
 | **Action for MR** |
|  |  |  |