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

|  |  |  |
| --- | --- | --- |
| Woolpack House  The Stonebow  YORK  YO1 7NP  Tel: 01904 405 487 | **C:\Users\lisa.fuzzard\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\YS30V421\JorvikGillygate_Logo_CYMK_PRINT2.jpg** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Core Group Attendees:  Wider Group Attendees: | Robyn Smyth (Practice Administrator)  Dr Di Gomery  Gail Smith  Kathy Gibson  Robin Peach  June Hutt  Murray Rose  Pennie Holt  Jacky Frere  Tim Howell  Ellen Murphy  Charlette Sheils-Small  Frank Healy  Pauline Stockdale  Paul Ireson  Colin Hall  Kathryn Dickinson  Ann Wong  Miranda Smith  Brian Jones  Gill Chitty  Margaret Plowman  Christine West  David Northcott  Karin Bunting  Nadine Tilbury  Mary Ann Dearlove  John Charnock  Jean Wood | | Temporary Chair: Wendy Stevens (Managing Partner) |
|  | |
|  | |
|  | |
|  |  | |  |

|  |  |  |
| --- | --- | --- |
| **Item No** | **SUBJECT** | **ACTION** |
| **1** | **Welcome and Introductions –**   * Introductions by practice staff Wendy Stevens (Managing Partner) and Robyn Smyth (Administrator) as well as introductions from newly appointed committee members: * Murray Rose (Chairperson), Di Gomery (Vice Chairperson), Ellen Murphy (Secretary), Frank Healy (Deputy), and Kathy Gibson (Deputy). |  |
| **2** | **Communication** –   * The new Chair, Murray, briefed the wider group on potential communication options. He suggested that the Core Group would likely communicate via WhatsApp, and that the Wider Group could contact Core Members through an email that is yet to be set up. * Robyn raised the potential for a Facebook page to be set up for the PPG to communicate and organise, but the group voted against this. However, there was suggestion that the PPG should at least have a presence on Facebook/ the practice website. * It was also agreed that there would be a letterbox in all three surgeries for suggestions and written communications. All contents will be reviewed by the practice on a monthly basis and distributed with the Core Group. The letter box will likely be located alongside a notice board and potentially leaflets. * There was also discussion of a newsletter, which is on the next potential agenda for the Core Group to discuss. |  |
| **3** | **Terms of Reference**   * Terms of Reference briefly introduced by Robyn – to be agreed upon and signed by the Chair and Vice 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](mailto:hnyicb-voy.jgp-compliance@nhs.net). | **T.O R to be signed and held on file by practice and Chair** |
| **4** | **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. |  |
| **9** | **Topic 1 – Mission Statement**   * The Jorvik Gillygate Mission Statement is due to be distributed amongst the PPG (via email) for feedback and input. |  | |
| **10** | **Topic 2 – Practice Website**   * Wendy explained how the practice has recently invested in a new website, the demo for which shall be sent to PPG members via email. The initial feedback date for this is the **21st of February**. We appreciate this is quite soon, but this is the deadline the practice has been given for final decisions. However, we will still welcome recommendations and feedback beyond this date. |  | |
|  | **Topic 3 – Medical Terminology: 'Obese'?**   * This topic was requested by the GPs due to the recent government request that patients should be able to access their entire medical records through the NHS app. Wendy explained that Jorvik Gillygate is not publicising records yet, but that it will likely happen eventually. * Subsequently, the group was asked whether they found the term 'obese' to be appropriate for people's medical records. The resounding response was that the term is **not** appropriate and would likely evoke offense from those who read it in their medical records. Other suggestions, such as 'overweight', or simply BMI were put forward. * It was also raised that BMI is no longer an effective nor desirable measure for analysing physical health. Colin raised the point that it can be used to exclude certain individuals from medical procedures (for example, if they have a high density of muscle or if their genetic features unfairly place them in the upper percentile of the BMI calculator – often found with patients of Afro-Caribbean decent). * There was also discussion of the practice employing a Body Analyser to overcome some of the issues mentioned above. |  | |
|  | **Topic 4 – Enhanced Hours**   * The government have recently suggested that GP's should consider opening 7 days a week, 12 hours a day. * Wendy highlighted that the practice is willing to increase their hours if this is something the patients want, however we would like to distribute a survey to ascertain people's preferred hours to avoid the practice being open unnecessarily. * An email containing a survey will be distributed to members. | Survey to be sent via WS | |
|  | **Additional topics briefly discussed –**   * **Representation:** It was fairly pointed out that the group was not as representative as it should be.Increasing representation is certainly a goal of the group and is something that should be continually reviewed. It was also agreed that members within the group who knew patients outside their own demographic (be that age, ethnicity, disabilities, religion) could ask if they would like to participate in the group. * **Staff breakdown:** Wendy agreed that she would distribute a breakdown detailing all the staff that work at Jorvik Gillygate Practice. * **Increasing number of patients:** Wendy explained to the group that the practice has a growing number of patients (almost 25,000) but that the practice was continuing to hire staff to meet increased demands. She told the group that we are in the process of hiring two new GPs. | WS to collate and share Job descriptions | |
|  |  |  | |