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## Specific Terms of Reference for the GP Feasibility Working Group

The Parish Council as the parent body formed the GP Feasibility Working Group (Minute 16/23 FC 26.01.23) to carry out specific detailed task of liaising with potential stakeholders to examine the feasibility and establish the possibility of using Parish premises as an NHS GP surgery.

Specific Terms of Reference, including if necessary delegated powers, are agreed by the GP Feasibility Working Group at the inaugural meeting for ratification at the next Full Council Meeting. The GPFWG shall continue to meet while awaiting ratification of the Specific Terms of Reference

These Terms of Reference were ratified at the Full Council meeting of 20 March 2023 (Minute 29/23b)

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### 1. Membership

Members of the GPFWG have been agreed by Full Council as the current (22/23) Chairs of the four Parish Council committees (Personnel, Community Assets, Community Services and Finance & Governance)

With the authority of the Full Council the working group can co-opt members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership for the members of the working group will be for a period of one year from the date of the first meeting of the GPFWG.

Should any member resign, the GPFWG shall propose a new member to be appointed at the next Full Council meeting

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### 2. Leader

The first item of business at the inaugural meeting will be the appointment of a leader for the GPFWG

The leader of the GPFWG will be the main point of contact for the Clerk to Council, Council members and members of the public, and should be an elected member of the Council.

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### 3. Powers

The GP Feasibility Working Group cannot make decisions on behalf of the Parish Council, and any recommendations made by the GPFWG will be subject to approval by the Full Council.

The GPFWG can engage with outside bodies, individuals and organisations as it sees fit.

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### 4. Responsibilities and Areas of Operation

To liaise with the local Primary Care Network and any other relevant parties as required

To identify and investigate the options available to the Council as required

To examine the feasibility of using Parish premises as an NHS GP surgery in detail, read reports and related materials, examine options, and obtain advice for the Council.

To report to Full Council the feasibility of using Council premises as an NHS GP surgery

To make recommendations to Full Council

To explain the recommendations, reasons, options to Full Council by way of a written report.

To answer questions from the Council.

No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement

The working group will arrange its own meetings and schedule of work.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

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## 5. Meetings of THE GP FEASIBILITY Working Group

A working group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of GPFWG.

Meetings can be held virtually if necessary

Formal agendas and Minutes are not required

The quorum of the group shall be three elected members, lay members will not count towards the quorum.

The GPFWG shall report to each meeting of the Full Council

The GPFWG will report formally to the Full Council at its Annual Meeting if required.

Frequency of meetings will be as required.

The continuing need for the GPFWG will be reviewed by the Full Council on a 12 monthly basis unless otherwise specified.

Considered, amended and approved by the Committee at its Annual meeting on 23 May 2023.

Review Date: May 2024