February 2024 Committee Meeting

Date: 22/02/2024

Venue: Online via Teams

Time: 7.00 – 8:00pm

Attendance

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| **Committee member**  | **Initials** |
| **Janice Perkins** | JP |
| **Ifti Khan**  | IK |
| **Peter Marks** | PM |
| **Mohammed Anwar** | Apologies |
| **Aneet Kapoor** | AKa |
| **Elliott Patrick** | EP |
| **Jennie Watson**  | JW |
| **Ali Dalal** | AD |
| **Fin McCaul** | FMc |
| **Mohamed Patel** | MP |
| **Helen Smith** | HS |
| **Wesley Jones** | WJ |
| **Abdenour Khalfoui** | AKh |

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| **Team member** | **Initials** |
| **Adrian Kuznicki** | Apologies |
| **Louise Gatley** | LG |
| **Luvjit Kandula** | LK |
| **Rikki Smeeton** | Apologies |
| **Karishma Visram** | KV |

**Welcome, introductions and apologies**

JP welcomed everyone to the meeting and gave the apologies.

**Governance and Policy Documents**

The committee reviewed all the documents and agreed to adopt as detailed below.

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| **Document Name** | **Outcome**  |
| Code of conduct | Approved  |
| Governance Framework | Approved  |
| Governance Subcommittee ToR | Approved subject to change of Finance subcommittee to Finance, Audit & HR subcommittee  |
| Finance Subcommittee ToR | Approved subject to change of Finance subcommittee to Finance, Audit & HR subcommittee.Add in decisions to be ratified by the full committee. |
| Privacy Notice | Approved minor wording change. Removed reference to 10 years  |
| Anti-Bribery and Corruption | Due end March from CPE |
| POL 001 - Confidentiality | Approved |
| POL 002 – Social Media | Approved |
| POL 003 – Expenses Policy | Approved subject to change of Finance subcommittee to Finance, Audit & HR subcommittee.  |
| POL 004 – Declaration of Interest | Approved subject to making clear the email address given is the Chair.  |
| POL 005 – Competition Law  | New – to be signed off at March meeting after review by the Governance Subcommittee.  |
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**Actions**

* Ensure all documents refer to Finance, Audit & HR subcommittee. Can then be referred to as the subcommittee (JP)
* Check whether any payments of expenses have been to an incorporated body (MoA)
* Develop a record keeping and retention policy for all documents (JP/Team)
* Password protect all documents containing contractor email addresses (AKu)
* Check Windows status of all CPGM laptops (AKu)

**MAHSC Funding Application**

CPGM are willing to send a letter of intent to Lisa Riste @ University of Manchester outlining what we are able to do to support with communication of the pilot to contractors.

As the committee has not been involved in the wording and financial calculations of the bid CPGM cannot tell contractors it’s an approved proposal. Concerns were raised around whether the funding for contractors was adequate for the time commitment required.

It will be up to individual contractors to decide whether to participate.

**Actions:**

* Draft a letter of intention and send to Lisa Riste (JP)

**New GMMMG consultation: updated ethical framework for primary care rebate schemes**

This is an important consultation and will be a key agenda item at the March meeting.

IK raised that CPGM may need to do more than submit a consultation response.

**Budget**

The budget was approved with the proviso that the numbers were updated after the salary review process and re-shared with the committee.