

**Wednesday 9th April 25. 6:30pm – Novotel**

**Present: Peter, Marium, Keren, Andrew, Haris, Paul, Amir, Steve (LOCSU)**

**Apologies: Hasan, Sofia**

**Not Present:**

**Official Minutes**

 **Item#**

**090425-1: Apologies.**

Hasan, Sofia

**090425-2: Agree on previous minutes as accurate.**

* Keren Agreed, Paul seconded.

**090425-3 Declaration of conflict of interests.**

* None

**090425-4: Finance.**

* Accountant doing end of year accounts ready for AGM. Remote officers meeting once accounts given to Haris.
* £88,850 in bank.
* Not all speakers paid yet – in process.
* Eers payments – Charles has suggested paying our LOC a set figure of around £4500 for Eers meetings attended – LOC agreed.

**090425-5: External Meeting Attendance information and confirmation.**

* Smoking cessation training – Someone has approached Peter to give some training for practices. Dudley has a healthy living scheme in practices. Peter will talk to Shamina about how it works to see if it will be worth doing in Wolverhampton.
* BLOCA – Report attached to minutes.
* Medicines Group – Amir representing Wolverhampton LOC.
* WFD – need to ensure that our CPD doesn’t cross with WFD processes.
* BC Glaucoma referral analysis case study – attached to minutes.
* Peter – Organise a grand rounds with Kam Balaggan.

**050325-6: CPD Plan for year**

* CPD for AGM sorted.
* 4 or 5 sessions to be done throughout the year.
* CPD team to work on a topic for October.

**050325-7: AGM/Business Plan**

* Marium to look at business plan and present at AGM.
* Haris will do budget.
* CPD – PDP – how to complete.
* Email to go out asking for people to join LOC.
* LOCSU levy dropped to 0.4 from 0.5.
* LOCSU have developed a new constitution we may want to adopt – LOC to look through this once we get it to see if we want to adopt it.
* Paul can’t stand for re-election as no GOS in wton – he would like to be co-opted in future.
* 7 members currently – we are looking for 10 elected members.
* Space then for 3 new members plus 3 co-opted.
* Marium and Sofia to restand for election as well as Paul’s seat (1/3 of the committee).

**050325-8: AOB**

* Committee stayed to analyse the recent seminar – notes and learnings to follow.

**Next Meeting:**

**21st May AGM - Novotel**

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible** | **By When** |
| Training budget to be decided | Haris | Following accounting year |
| Talk to Shamina about healthy living and smoking cessation. | Peter | ASAP |
| Terms of reference document to be circulated and agreed (BLOCA) | Andrew | ASAP |
| Look at using AI for meeting minutes | Andrew | By Next Meeting |
| Amir to be on distribution list for emails (BLOCA) | Peter |  |
| Introduce Charles to Haris | Peter |  |
| Grand Rounds | Peter | N/A |
| Email to go out regarding AGM and to see if people want to join LOC | Andrew | ASAP |
| New LOC constitution to be reviewed by LOC | All | ASAP |