

**Wednesday 11th September 24. 6:30pm – Novotel**

**Present: Peter, Marium, Keren, Andrew, Haris, Hasan, Amir**

**Apologies: Sofia, Paul**

**Not Present:**

**Official Minutes**

 Item#

**110924-1: Apologies.**

Sofia – family bereavement

Paul - sickness

**110924-2: Agree on previous minutes as accurate.**

* Peter agreed, Marium seconded.

**110924-3 Declaration of conflict of interests.**

* Peter to distribute DOI forms for the next meeting.

**110924-4: Financial Update – Haris**

* Haris will get the most recent Payslips out.
* Invoices are not being sent to Haris – this will skew the financial reports.
* Haris suggests we are not spending enough money and therefore we could consider lowering the levy again next year.
* Suggestion to earmark funds for sponsoring education/development of local practitioners/Dos.
* Next Seminar (2025) should not be a money-making event – ticket prices should reflect this.
* Next years CPD should have an allocated ‘pot’ of money.
* Haris will work out speakers’ fees – this to be set out as guidelines which we use for all future CPD bookings.
* Andrew reminded that EERS claims on his claim forms are paid for by the EERS fund and they should be claimed back.

**110924-5: Seminar Update**

* Seminar booked for last Thursday in January (30th)
* Haris liaising with Marium/Sofia regarding sponsors.

Proposed speakers/topics:

1. DO talk – Alicia Thompson – Myopia Management (Haris to contact)
2. Thea – Nav – Dry Eye? (Hasan to contact)
3. Lorcan – Leadership (Peter to contact)
4. Mr Mohit – Glaucoma (Peter to contact)
5. WEI Orthoptists – Peer Review (Peter to contact)
6. Marketing and social media (Marium to organise/contact)
* Next meeting we will look more at roles on the day, who does what etc and we will look at the updated list of sponsors.

**110924-6: Other roles in the committee**

* Topic suspended until all members are available (next meeting).

**110924-7: AOB**

* **EERS**

Going well – a few practices have not registered yet. Andrew working on communications with these practices.

* **Next CPD events for this year are:**

Lorcan – Leadership – October

GERS @ Nuffield – November – Peter organising

* **Next year CPD events:**

Grand Rounds – we could organise our own?

* **Activity Survey received** – Peter gave us an overview of the survey received. Sent to all NHS emails – threatening to do more PPV’s as there is a big increase in GOS tests. LOCSU flagged to ONSC. Advice is to NOT respond to survey as it has been escalated higher.
* **Primary care leadership event** – 2 weeks’ notice which was not enough time. No optics on the agenda. Charles Barlow has escalated.
* **Regional Conference (Nov 16th) –** Haris has said that anyone in the committee can go who wants to go as the funds are available
* In future, all meetings attended by any committee member should have accompanying minutes and they should be distributed to the committee to read through at their leisure.
* **Black Country Quarterly Contact Meeting** – Charles Barlow has always been in the past – Charles has nominated Peter to be the representative for the Black Country. The committee agrees.

**Wednesday 23rd October 6:30pm. Online/Zoom.**

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| **Action** | **By Who** | **By When** |
| Send out declaration of interest forms | Peter | ASAP |
| Payslips to be sent out | Haris | ASAP |
| Proposal for earmarked funds for education/sponsoring local practitioners/DO’s | Haris | Next Meeting |
| CPD Speakers fees proposal | Haris | End of year |
| Contact seminar speakers | Names next to speaker | Next Meeting |
| GERS Evening plan | Peter | Ongoing |