

**Wednesday 5th March 25. 6:30pm – Zoom**

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

**Apologies:**

**Not Present:**

**Official Minutes**

 **Item#**

**050325-1: Apologies.**

Haris – late (Religious commitments)

**050325-2: Agree on previous minutes as accurate.**

* Hasan agreed, Keren seconded.

**050325-3 Declaration of conflict of interests.**

* None

**050325-4: Finance.**

* Waiting for Eventbrite money – Andrew to liaise with Haris.
* £80,700k in bank.
* Attended Treasurer meeting recently – main topic was the problem in changing accounts and also how many LOCs outsource their secretarial work – committee voted to look into this.
* Not all speakers paid yet – in process.

**050325-5: External Meeting Attendance.**

* Keren, Andrew, Sofia and Amir have agreed to attend meetings on behalf of the committee.
* Amir – Wil be attending the ICB Medicines Governance meetings.
* Andrew – will attend the RLOC meetings.
* Keren – will attend Workforce Development meetings.
* Sofia – will attend the BLOCA meetings.
* Paul – Already attends ROC with his Dudley hay on – will also wear his Wolverhampton hat if needed but will be better if we can have a volunteer.
* Committee voted in favour of Shamina as the candidate for the BCPCC representative.

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

* Committee voted to have CPD at the AGM
* Thea wants to do an interactive session for AGM – committee decided it wouldn’t be logistically possible for an AGM but certainly for next seminar.
* Amir looking into organising the PDP session remotely.

**050325-7: Dates for meetings for rest of year.**

* 9th April – 7pm Novotel – inc Seminar washup to follow afterwards.
* 21st May AGM – Novotel
* 4th June – Novotel
* 16th July – Remote
* 10th Sept – Novotel

**050325-8: AOB**

* Marium has mentioned that she may be looking to step down from the Chair role, and perhaps the LOC following the AGM and that we need to start making provisions for this – committee to discuss at next meeting.

**Next Meeting:**

**9th April - Novotel**

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| **Action** | **Responsible** | **By When** |
| Training budget to be decided | Haris | Following accounting year |
| CPD Plan for year | Everyone to come up with items for the CPD team to look at during the next meeting. | By next meeting |
| Eventbrite money to be sent across to our account | Andrew | ASAP |
| Look at using AI for meeting minutes | Andrew | By Next Meeting |
| Book Novotel for next meeting | Haris | ASAP |