



LOCAL REGISTRATION SERVICES ASSOCIATION

ANNUAL GENERAL MEETING

Minutes of meeting held on: 14 November 2018, Birmingham

Present: Kevin Lewis, Karen Lounton, Paul Dumke, Adeel Hussain, Shoib Ahmed, Laura Shears, Steve Quayle, Layla Vaughan and members of several Local Authorities

AOB from previous minutes	
<p>Karen Lounton opened the AGM by advising that this was the best attended AGM to date.</p> <p>Minutes of the previous AGM meeting held 10 October 2017 were distributed along with the LRSA Secretary's report for the period 11 October 2017 to 14 November 2018 report, which KLo asked everyone to take time to read.</p> <p>One of the action points from last year's meeting was the revision of the membership fee and loyalty discount. KLO advised this point was discussed outside of the AGM by the LRSA Executive Committee, and it was agreed not to carry either of these motions forward.</p>	
Chairman's and Secretary's Report	
<p>KLo confirmed that there are currently 88 members of LRSA, and that during 2018 the LRSA have seen an increased uptake by member authorities for recruitment services. Recruitment services are complimentary to member authorities.</p>	
Executive committee members	
<p>KLo reminded all that we had 2 new members join last year:</p> <ul style="list-style-type: none"> • Steve Quayle, East Sussex • Shoib Ahmed, Camden <p>KLo advised we still have 2 positions available of which no nominations were received:</p> <ul style="list-style-type: none"> • English unitary rep • Welsh rep <p>Shoib Ahmed was nominated for LRSA Vice-Chair, as there was no opposition to this motion, and therefore this was passed.</p>	
Executive structure	
<p>KLo advised that LRSA execs meet regularly with either conference call or face-to-face each month. These are always well attended and are quorate.</p>	

<p>Income</p> <p>KLo advised that LRSA income is generated by members' fees; conference; events and NAP.</p> <p>KLo said that NAP is going from strength to strength with this year seeing 51 students signing up to take part in Cohort 7.</p> <p>From income generated, LRSA pay CTSI for admin support of which is essential to LRSA.</p> <p>National Panel of Registration</p> <p>KLo informed all that Kevin Lewis, Paul Dumke and Donna Sharp having been collaborating intensively since the last AGM. They worked hard for the UKVI Front End Services bid, but was unfortunately unsuccessful.</p>	
<p>Financial accounts</p> <p>Current statistics at 31 August 2018 are:</p> <p>Profit / surplus of £629.09</p> <p>Accounts are published on the LRSA website.</p>	
<p>Any Other Business</p> <p>Kevin Lewis spoke of how it has been a tremendously busy year, and how the LRSA have sought to do things better. KLe said how LRSA have tried to keep everyone much more informed on what is happening and that it was important to give feedback to let us know what we could do better to ensure that we remain of value to members and that it needs to be a two-way exchange.</p> <p>KLe spoke of how LRSA are exploring associate memberships outside of England and Wales and how there is commercial opportunities with UK-wide coverage. KLe informed all that both representatives from both Scotland and the Isle of Man were present at conference this year, and that he welcomed talking to them about the future.</p> <p>KLe confirmed that the only motion received was in relation to fees. Fees will the same for 2019/20 in terms of LAs in excess of £600k income will pay £400 + VAT, and for LAs who were able to demonstrate income less than £600k would pay £300 + VAT. Lisa Butterly asked if this had always been the case? KLe replied that it had not changed in 10 years. It recognises that smaller authorities do not get as much benefit from the service as larger authorities do.</p> <p>Lisa Butterly asked if the LRSA execs would be attending region regional meetings going forward. KLo advised that LRSA reps will be going out to regional groups in 2019 to advise of latest actions and will be taking feedback.</p> <p>Robin Mair thanked Kevin Lewis and the LRSA team for all the work that they do and for a putting on the conference. KLe advised that in the 10 years he has been involved he has done it because it is important to do so. He added that the thanks should also be extended to Panel. He said it is hard work but all do it because it is what they believe in what they are delivering.</p> <p>The AGM concluded.</p>	

