

**LOCAL REGISTRATION SERVICES ASSOCIATION**  
**EXECUTIVE MEETING**  
**Minutes of meeting held on 14 January 2020**

**Present:** Kevin Lewis, Paul Dumke, Sarah Taylor, Adeel Hussain, Shoib Ahmed,  
 Karen Lounton, Jacqui Guerreiro (CTSI)  
 Eve Brown (CTSI)

**Apologies:**

<p><b>Minutes of previous meetings</b></p> <p>The minutes of the previous meeting were accepted as being correct.</p> <p>A clear policy was decided by the committee on travel expenses being paid for speakers for the annual conference. It was agreed that reasonable travel expenses would be paid for those outside of local or central government or for speakers who were unable to have these covered by their employer. This would be made clear to speakers.</p> <p>The updated constitution has been put on the website.</p> <p>A process has been devised to ensure that when local authorities are claiming LRSA discount the status of their membership is checked first to ensure that this is paid up-to-date. This also applies to the advertising of jobs on the LRSA website.</p> <p>A log of CTSI time spent on NAP to be kept</p>	<p>CTSI</p>
<p><b>Delegate discount for NAP Graduates</b></p> <p>Consideration was given to the possibility of offering a discount or free places at the Conference to NAP graduates. Various possibilities were discussed including offering a limited number at a reduced rate, including the cost of attendance in the NAP fee and discounts on a sliding scale. The importance of succession planning and registrars of the future was reiterated.</p> <p>KLo and JG to look at some baseline figures to be able to make a more informed decision.</p>	<p>KLo/JG</p>

<p><b>NAP accounts</b></p> <p>KLo stated that it would be useful to have a further breakdown of the NAP lines in the finances. KLe advised that this information could be commercially sensitive and further consideration needs to be given to sharing this information. CTSI to provide a further breakdown and explanation of costs.</p>	<p>CTSI</p>
<p><b>Learning and development officer</b></p> <p>KLe advised that there is nothing that limits non-members from being appointed as part of the executive committee, however they will not have any voting rights as stated in the constitution. It had been agreed that whilst members should be given priority consideration needs to be given to geographical representation.</p> <p>It was agreed that the Learning and Development Officer role be offered to Phil White from Richmond and Wandsworth with Anthony Hall from Darlington as deputy.</p> <p>Vacancies for Finance Officer and Strategic Officer remain.</p>	<p>KLo</p>
<p><b>Year Ahead Conference 2020</b></p> <p>There needs to be clear booking terms and conditions set out for exhibitors this year. This is to make sure we are not put at a loss financially for any last-minute cancellations etc.</p> <p>Overall the income for the 2019 conference was greater than the 2018 conference.</p> <p>JG advised that the Holiday Inn Birmingham were very unlikely to honour the discount agreed previously and had offered a reduced rate on one set of dates on second option which was not acceptable. If an alternative venue is sourced for 2020 CTSI has agreed to pay 50% of the discount (£3,410) to LRSA by way of compensation. JG to put this in writing.</p> <p>JG and EB have been working with an agent to source other venues around Birmingham and this has been communicated to the executive committee for discussion. It was agreed that the best time to hold the conference would be between beginning of October and mid-November, avoiding half term as well as Mondays and Fridays.</p> <p>JG and EB to get a comparison of profit from previous years of conference.</p> <p>There needs to be either a separate room for exhibitors or to have them in the breakout area to increase footfall. The size of the main conference room needs to seat a minimum of 160 delegates; with</p>	<p>CTSI</p> <p>JG</p> <p>CTSI</p> <p>CTSI</p>

<p>contracted minimum numbers of 130 for day one and 80 for day two. EB to revisit proposals and consider any other options in the Birmingham area. Once completed JG/EB to discuss options with AH.</p> <p>As soon as a date is confirmed this is to be communicated as widely as possible including GRO. Keynote speakers to be invited as early as possible.</p> <p>SA had enquired whether there had been any decision as to which speakers will be attending the conference. No decision as of yet.</p>	
<p><b>Kevin Handover</b></p> <p>KLe was praised for his hard work and contribution over the years. Documents were passed over to PD.</p> <p>KLe praised the committee for all their dedication to the LRSA.</p>	
<p><b>Accounts for approval</b></p> <p>The draft accounts for the year ending 31 August 2019 were presented. These are still subject to partner review by the accountants. Comments and questions were invited.</p>	
<p><b>Any Other Business</b></p> <p>EB is to update LRSA website to show the Executive Committee job positions within the LRSA. A mail shot was sent out to all subscribers introducing PD as Chairman and ST as Communications Officer, also thanking KLe for his contribution.</p> <p>AH had mentioned it would be beneficial if the executive committee each had separate LRSA email addresses. JG to discuss options with CTSI IT Manager. A discussion also took place regarding a revamp of the website.</p> <p>The LRSA contract with CTSI is due for renewal from 1 April and will be discussed at the next meeting.</p> <p>EB advised that she has created a spreadsheet to log the broken Famoco devices. PD to meet with JG and EB to handover the administration of the EUSS devices and to help test the broken ones. The cost of repair or replacement of those with cracked screens will be paid for by CTSI.</p> <p>Stock is currently low for EUSS devices. It was agreed to place an order for 10 more. Further work to be done in relation to implications of importing devices post Brexit.</p> <p>KLo had enquired whether ST could pick up the LRSA Twitter account</p>	<p>EB</p> <p>JG</p> <p>PD/CTSI</p> <p>CTSI</p>

<p>to make some updates and improvements. AH had commended ST on her various ideas she has to improve LRSA from a communications point of view.</p>	<p>ST</p>
<p>LRSA Committee members to come up with a statement of what they view happening within their portfolios for 2020 for the next meeting.</p>	<p>Exec</p>
<p>The date of the next meeting is still to be decided. CTSI to put forward suggested dates, the next two meetings will be via teleconference followed by a face-to-face meeting in April. Where possible, face-to-face meeting to coincide with NPR London meetings to reduce travelling.</p>	<p>CTSI</p>

<b>SUMMARY OF ACTION POINTS</b>	Assigned to/Deadline
To keep track of how much time they are spending on NAP	CTSI
To look at baseline figures for NAP delegate discount	KLo/JG
To see if it is possible to get a breakdown of NAP fees.	CTSI
Learning and development post outcome communicated	KLo
To come up with booking terms and conditions set out for exhibitors	CTSI
Promotional planning to start from next meeting	CSTI
Venue options communicated	CTSI
JG and EB to get a comparison of profit from previous years of conference.	CTSI
To update LRSA website to show the Executive Committees job positions within the LRSA	EB
PD to meet with JG and EB to test devices	PD/CTSI
To create new email accounts for Exec/revamp website	JG
To order more devices	CTSI
To improve the LRSA Twitter account	ST
Statement for portfolio written regarding 'what you view happening within LRSA'	Exec
Date of next meeting to be decided	CTSI