

**LOCAL REGISTRATION SERVICES ASSOCIATION**  
**EXECUTIVE MEETING**  
**Minutes of meeting held on 13 February 2020**

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

**Apologies:** Anthony Hall

<p><b>Minutes of previous meetings</b></p> <p>The minutes from the previous meeting were agreed as being correct.</p> <p>JG and EB have stated that they are keeping track of how much time they are spending on NAP. At the moment JG and EB are not spending that much time on NAP, however when the next Cohort arrives, the workload will increase.</p> <p>There has been low take-up so far this year for NAP candidates.</p> <p>JG and KL to work together to devise a plan for the NAP delegate discount.</p> <p>KL would like a more detailed breakdown of NAP fees; she will be having further discussion to see if any details are sensitive and which we can disclose.</p> <p>PW was welcomed as the Learning and Development Officer with Anthony Hall as deputy.</p> <p>JG and EB will be writing booking terms for exhibitors.</p> <p>A comparison of the previous year's conference profit was circulated by JG.</p> <p>PD is to organise a date with CTSI to come and test the broken devices and handover the administration of the EUSS devices.</p>	<p></p> <p>CTSI</p> <p></p> <p>JG/KL</p> <p>KL</p> <p></p> <p>CTSI</p> <p>PD</p>

<p>The Executive Committee page was updated to show all LRSA positions as well as updating PW.</p> <p>CTSI has ordered more devices, which have been shipped.</p> <p>ST has been working on developing the LRSA Twitter account.</p>	
<p><b>Email options</b></p> <p>JG had sent an email around to discuss further plans around creating another LRSA email account.</p> <p>The majority preferred the Office 365 option as it covers all bases, however the board had discussed that this may not be done fast enough as it is vital that we circulate the comms for conference. JG to advise charge for CTSI IT Manager to complete the work for migration to Office 265</p> <p>It was agreed to upgrade the current mailbox to “mail extra” (there is no extra cost) this allows two mailboxes but will 2GB max storage allowance per mailbox. The admin email address would use one mailbox and we could set up a second one. Adeel will have access to this inbox and it will be titled ‘events@lrsa.org.uk’. JG to arrange for this to be set up and login details for the account to be sent to AHu.</p>	<p>CTSI</p> <p>JG</p> <p>JG</p>
<p><b>Year Ahead Conference 2020</b></p> <p>A conference plan needs to be devised soon and communicated with AHu. AHu has suggested that CTSI meets with him to discuss further, to make sure we are prepared and have structured dates of when things need to be finalised. Sarah had suggested creating a survey to see which are the popular topics and speakers.</p> <p>AHu has been working on securing the speakers. Possible legislative changes were discussed which could be conference topics</p> <p>PD stated that EUSS would prove to be a good topic to be covered.</p> <p>It was stated that we need to be able to promote The Year Ahead Conference to Coroners more to attend day 2. ST mentioned that handouts could be given out during the Chief Coroner’s Conference.</p> <p>KLo to informally approach the Chief Coroner’s Office and Coroner’s Society</p>	<p>CTSI</p> <p>Exec</p>

<p><b>Finance</b></p> <p>It was suggested that membership renewal invoices are distributed during the first week of March. The renewal letter to include a contact update form for the authority. KL/EB to ascertain which authorities are not members in order to encourage them to join.</p>	<p>KL/KB</p>
<p><b>Portfolio Updates</b></p> <p>Business development</p> <p>SA has received a lot of enquiries in regards to training. PW and SA are to work together to come up with some more ideas to gain more members via training courses. ST will look at this from a promotion point of view. SA has listed some projects that we could consider for 2020-2021 including National framework and Bid for Home Office work.</p> <p>Communications</p> <p>ST wishes to drive more traffic to the website and has been working on updating LRSA social media, when sending out news stories, it is to link to the website. She has devised a comms strategy that shows how we will improve reputation, show who we represent, strengthen relationships and raise awareness.</p> <p>Events</p> <p>AHu has been focusing on the conference and organising induction days/LGA challenges.</p> <p>Secretary</p> <p>The contract with CTSI is due for renewal at the end of March. KL would like to align the NAP contract within the main contract. The finance officer position is still open. Karen has stressed that if the board has any questions regarding the constitution that they can go to her. Plans for the AGM will be incorporated into the conference plan.</p> <p>Training</p> <p>The NAP board is working on a modular approach project for the qualification. This will make it easier to manage for people studying. PW and Anthony Hall to have further discussion with KL.</p> <p>EB to keep note of all ideas created by board.</p>	<p>SA</p> <p>ST</p> <p>AHu</p> <p>KL</p> <p>PW/KL/AHa</p> <p>EB</p>

<b>Any Other Business</b>	
EB to circulate poll for date of next meeting.	EB

<b>SUMMARY OF ACTION POINTS</b>	Assigned to/Deadline
Keep track of portfolio updates/make notes of updates	Exec/EB
Issuing invoices?	KL
Handouts given in Coroner's conference	Exec
Conference plan devised	CTSI
Survey regarding popular topics sent out	EB
To finalise the email account option	CTSI
To keep track of how much time they are spending on NAP	CTSI
To look at baseline figures for NAP delegate discount	KLo
To see if it is possible to get a breakdown of NAP fees.	JG
Booking Ts and Cs for exhibitors devised	CTSI
To meet with CTSI to test devices	PD/CTSI
To circulate poll for date of next meeting	EB

