**Committee Meeting – 29th January 2024**

**9am ‘What a Goal’.**

**Attendees:**

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| --- | --- |
| **Present:**  Rajshri Owen (RO) Chief Officer  Viral Patel (VP) Chair & CCA representative  Altaf Vaiya (AV) Treasurer & Independent contractor  Kate Blockley-Smith (KBS) Administrator  Gareth McCauge (GM) Service Delivery Facilitator  Vinay Mistry (VM) Service Development Lead  Ron Gregson (RG) CCA representative  Aadil Mitha (AM) Independent Contractor  Kishan Kotecha (KK) Independent Contractor  Shezad Alimahomed (SA) CCA (joined for morning only)  Nadya Jethwa (NJ) Independent Contractor  Shoaib Haji (SH) Independent Contractor | **Apologies:**  Satyan Kotecha (SK) Vice Chair & Independent contractor  Rahul Patel (RP) AiM representative  **Guests**  Lindsay Fairbrother CPE Regional Representative    Paul Gilbert ICB |

**Welcome**

VP welcomed everyone to the committee meeting. The committee was made aware the meeting was being recorded.

Vision, Mission and values were also covered.

Declaration of Interests (DoIs) was circulated– Everyone signed the sign in sheet attached stating no changes to DOI.

**Minutes**

The previous 10/11/2023 minutes were approved by RG and KK seconded the minutes with no changes or questions raised.

**Chairs Report**

VP went over his report and asked the committee again that each committee member try to bring someone with them to all meetings e.g. open house surgery.

Website can everyone please let us know if any faults /issues are found so we can fix them.

**Chief Officers Report**

RO gave her report, and no questions were raised.

RO reiterated the need for all members of the committee to engage with all CPL&R meetings and to try and bring one person each to every meeting.

RG commented that the new layout of RO report was very good and easier to read.

Can everyone send top thoughts for the strategy meeting 27/2/2024.

Next committee meeting to be online.

**Paul Gilbert Report**

Pharmacy first GP receptionist pack being made (national toolkit)

RG – Is there anything that GP’s are feeding back that is top line? Yes they hope the destination point to pharmacy are going to help going forward.

VP – Will the tool kit be available to us? Yes, as soon as it is ready it will be shared with us.

Data will this be shared us? Yes, it will be shared and be one week behind.

**Service Delivery Report**

GM went through report and no questions raised.

**CPE Update, Lindsay Fairbrother:**

**Service Development Lead**

VM went through report and no questions raised.

NJ raised a way to check outcomes and will show VM.

**Website and social media**

**Treasurers Report**

AV gave a verbal update and showed the committee the current bank accounts.

GM raised that he would like to work an extra day now and then from April move to 2 days a week GM and VM were asked to leave the room so this could be discussed. It was agreed this was not a decision that could be taken at the committee meeting and should be spoken about with RO & VP who would then consult the HR committee.

All members of the committee were given the expenses form to fill in at the meeting. It was discussed about outstanding expense forms and agreed that going forward everyone would be given 21 days to complete them via vote. KK proposed AM seconded. KBS to send out email and updated expense policy.

Finance meeting to be booked on Monday to discuss the budget/strategy.

KBS to update the expense form from cheque to BACs

Virtual outcomes training AV to circulate the cost and discuss if it is worth doing.

**AOB**

Virtual outcomes training AV to circulate the cost and discuss if it is worth doing.