



Council Meeting Minutes

Meeting Name:	Council Meeting
Date of Meeting:	8 th December 2022
Location:	Macdonald Manchester Hotel & Virtual
Chair:	David Nunns

Attendance	Virtual	Apologies
Jill Pritchard Tony Hollingworth David Nunns Caroline Owen Stephanie Ogden Ursula Winters Tara Robinson	Eman Toeima Victoria Swale Rosalind Simpson Matilda Fox	Vanitha Sivalingam Jennifer Smith Archie Krishna Katie Robinson

Discussion	
Introductions & Re-Cap	Action
<ul style="list-style-type: none"> • Introductions were made • The minutes of the last meeting were discussed and accepted • No matters were arising or outstanding • Isabelle Hay has stepped down from the Council 	
Meetings	
<ul style="list-style-type: none"> • Glasgow 2022 – Thank you to Isabelle Hay and Claire Higgins for the organisation • Nottingham 2023 - • Roz shared the programme & discussed the sessions on the agenda. • The agenda is being updated on the event website, but the speakers are quite slow on responding with their full talk titles. • There are currently 26 people registered. • The abstracts need pushing – They have a deadline of 19th January. Roz asked for volunteers to mark abstracts and to judge posters/presentations. Steph, Caroline, Jill, David and Tor volunteered for this. • The meeting will be promoted on the BSSVD social media channels – EMU have created this, and Matilda will post. The speakers will be asked to tweet about the meeting. Roz will contact the BAD site, Eman will contact the RCOG, and Jill will contact BASHH to promote the meeting too. • There is funding for 3-4 patient reps to attend. • Lalith is running a symposium over lunch on the Friday – This is something people need to sign up to beforehand. It was agreed that ‘Balance’ would be the topic for the session. Tony agreed to be the senior consultant. A new consultant and a trainee spot need deciding. Vanitha, Inge, Lisa and Katie were discussed 	



<ul style="list-style-type: none"> • Roz asked the group if they are happy to run the WOW award next year (The Early Career Level Scholarship Award), plus the possibility of running a second award with WOW which would be a post-doctoral award. • Roz also asked if the group were happy to run the standard BSSVD award which usually closes around March. • Caroline discussed the UKDCTN award, and the application received. There were a lot of problems with it, particularly the fact they hadn't defined menopause in their population and how they were going to differentiate between the changes associated with Genitourinary syndrome of Menopause and Lichen Sclerosus. Therefore, it didn't meet the criteria for funding. • The research question wasn't well enough defined. • Caroline and Roz believed that if it didn't meet the UKDCTN criteria then it wouldn't meet the BSSVD criteria either. • Caroline is going to provide feedback to the applicants after this meeting and welcome them to apply again but they wouldn't be getting funding this time. • Caroline confirmed the award with the UKDCTN was a one-off award. • Roz asked the group what they'd like to do with the money that wasn't awarded this year (£20,000) – Should there be 2 WOW awards plus a BSSVD single award or should it stick to 1 WOW award and 1 BSSVD award. • The WOW advertising needs improving and promoting better for next year. Hopefully this will lead to more applications. • Roz confirmed the WOW Post-Doc Award is up to £30,000 so half of this would be a £15,000 commitment. Steph asked if we should consider contributing to this. • WOW is updating their website – The BSSVD need to pull together some information on Vulval Disease for this. • It was agreed to support both the WOW early-stage and post-doc stage awards. This will be £15,000 for the post-doc award and £10,000 for the early career award. 	<p>CO</p>
<p>Single BSSVD Award</p> <ul style="list-style-type: none"> • Roz confirmed this is typically up to £10,000 and asked the group their thoughts on running this next year. • David said there has always been £10,000 for this but it has had variable uptake over the years. • The decision was made to work with other organisations who can be more robust on the follow up on the outcomes than the BSSVD can be. It gives the award more credibility. Caroline suggested collaborating with the British Skin Foundation. 	<p>RS</p>
<ul style="list-style-type: none"> • Council needs to contact organisations for collaborations. • It was agreed £10,000 would be awarded next year for this. 	<p>COUNCIL</p>



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<ul style="list-style-type: none"> • Dermatology and Gynaecology would be covered if there was an award with the WOW and the BSF next year. • Advertising needs to go on the BAD website and circulars plus the BSSVD website and social media channels. It also needs promoting at the BSSVD meeting. 	
<p>Quality Assurance Group Update</p>	
<p>Standards Document & Survey</p> <ul style="list-style-type: none"> • Eman contacted RCOG to support and endorse the BSSVD with the document. New officers are coming in, so Eman is going to check in with them again. • Caroline confirmed the document has been endorsed by NHS England and various stakeholders that were worked with. It is also on the BSSVD and BAD website. 	<p>ET</p>
<p>Social Media</p>	
<ul style="list-style-type: none"> • Matilda Fox joined the meeting virtually to discuss the social media for BSSVD. • There is a Twitter and Facebook account for the BSSVD currently and Matilda is going to set up an Instagram account. • Matilda has said the content could focus on conferences, information for doctors, information for patients and awards. • The plan would be to post once a week. • A shared Google calendar/sheet of planned posts needs creating so everyone can share/edit ideas. Council members to forward information to Matilda. • Posts would need to be uncontroversial. • Matilda can create posts in batches for approval before posting. • Matilda will reply to comments but needs help on who to direct people to. • Matilda will trial posts for January, February, March, and this will be reviewed at the Nottingham meeting. • Imagery for the Instagram account was discussed – This needs to be monitored due to the delicateness of the topics. 	<p>MF COUNCIL</p>
<p>BSSVD Council</p>	
<ul style="list-style-type: none"> • Succession planning for the Council was discussed. • The positions of the Council were discussed and the terms. • An advert and an application form were published on the website which did generate interest. • The workload of being a Council member was discussed. • The newsletter can have a call for volunteers but it depends on time requirements. • David suggested one solution might be partnerships with other societies. • Discussions were had about how other societies function (e.g. the BAD workstream). • David suggested an annual plan with 3 priorities for the year. • Roles need allocating to the Council. • Jill is going to contact Sarah Schoeman about joining as a GUM member. • The research group is led by Roz, the website/social media group will be Matilda and the conference group depends on where it is being held. The education training task finishing group needs to be confirmed. The standards group covers everything. 	<p>JP</p>



- Dr Lisa Kirby requested to be on the BSSVD council and was approved.
- There was an application from Miss Smita Sinha working at a private practice. Mike confirmed she has been a BSSVD member since March 2022. Discussions were had about whether she would be beneficial to the Council or not. David is going to contact her and feedback on the call.
- Matilda Fox is being considered for Trainee Rep on the Council now that Vanitha has CCT – David will approach her about this.
- Eman has stepped forward to be chair.
- The Vice Chair is vacant.
- Vanitha was put forward for secretary – This needs confirming. If Vanitha doesn't choose to be secretary, Tara has put her name forward.
- Tony, Tor, David, Ursula, and Jill are stepping down from the Council.
- A discussion was had about whether it should be 'President' or 'Chair'. As Eman is taking the role, she chose 'Chair'.
- Katie Robinson is being put forward for Treasurer – Ursula to approach.

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VS

UW

Draft outline of Council

		Speciality	Year elected	Eligible for further 2 years	New (suggested)
Chair	David Nunns	Gynaecology	2018	2022	Eman Toeima
Vice Chair	Vacant				Vacant
Secretary	Eman Toeima	Gynaecology	2016	2020	Vanitha Sivalingam/ Tara Robinson
Treasurer	Ursula Winters	Gynaecology	2016	2020	Katie Robinson
Research Lead	Rosalind Simpson	Dermatology	2019	2023	2025
Webmaster	Vacant				
Trainee rep	Vanitha Sivalingam	Gynaecology	2019	2023	2025 (CCT Dec 2022 – M Fox?)
Patient rep	Tara Robinson	Patient rep	2020	2024	2026
Council reps	Tony Hollingworth	Gynaecology	2016	2020	Step down 2022



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	Victoria Swale	Dermatology/ pathology	2016	2020	Step down 2022	
	Jill Pritchard	GUM	2018	2022	Step down 2022	
	Caroline Owen	Dermatology	2018	2022	2024 Lead BAD Education group	
	Stephanie Ogden	Dermatology	2018	2022	2024	
	Katie Robinson	Gynaecology	2021			
	Jennifer Smith	GP	2021			
	Archie Krishna	Gynaecology	2022			
Specialist Society Updates						
<ul style="list-style-type: none"> • RCOG World Congress – Eman sent an email about the Congress and has organised a session for the BSSVD. It is a good platform and a shame to lose it. Eman would like 3 volunteers for a 15-minute session. The BSSVD has a 1.5-hour session which allows for about 3 talks. The Congress is 3rd – 5th May 2023 and the slot is usually on the 2nd or 3rd day, but the programme hasn't been confirmed yet. It is being held at the Excel in London. David and Caroline agreed to help. • BAD – The direct contact from the BSSVD to BAD is Caroline Owen. • BASHH – Sarah Schoeman is the direct contact 						
Guidelines						
<ul style="list-style-type: none"> • VIN Guidelines – Eman has been getting emails from Sarah and has made changes as requested. David offered to help with the treatment section and Ursula offered to help with the HPV section. Eman will resend the emails to share the format. • The first draft will be shared with the BSCCP. • David mentioned that VIN isn't covered or in the training for many disciplines, so patients have nowhere to go. David would be interested in exploring this alongside the VIN guidelines. 						ET



<ul style="list-style-type: none"> • Lichen Planus Guidelines – To finish 2023 Cutaneous Mucosal and Oral 	
<p>Education and Training</p>	
<ul style="list-style-type: none"> • Educating GPs was discussed and the importance of this moving forward. A GP webinar was put forward as an option which needs 3 enthusiasts to run this for Vulval Disease. • Nurses Curriculum – 2 nurses in the Norfolk and Norwich Hospital have undertaken and been signed off against the training package. • This needs an update at the Nottingham Conference. • Advert to be placed in the BDNG forum. They do not have a database. • Post CCT Fellowship – Since completion of the Fellowships there have been no takers. • ATSM Vulval Disease – This is the advanced skills training module for Gynaecologists. In 2021, 12 trainees completed the ATSM in Vulval Disease. In 2020, there were 4 trainees, in 2019 there were 3 trainees and in 2018 there were 5 trainees. This needs highlighting at the Nottingham meeting. • According to the RCOG database, of all the doctors registered for Vulval Disease since 1 January 2018 – 1 December 2022, 33 are showing as completing the module (they have not submitted their completion form so it is presumable that they are still completing the module or decided not to complete it and did not inform the College). Please note, that currently the completion of ATSM has no time limit so if we stretch the time range to >5 years, there could be more doctors showing as not yet completed training for the CCT. 	
<p>Website</p>	
<ul style="list-style-type: none"> • There was a discussion about whose responsibility it is to update the website. It needs reviewing once a month. • A role needs creating – Possibly for one of the younger members. • To monitor the current list of members, EMU require the bank statements on a monthly basis to check on standing orders. • All to send details to David to collate and David/Tara to work with EMU on changes. • EMU to send Tara a site map of the BSSVD website. 	<p>EMU</p>
<p>Finance Update</p>	
<ul style="list-style-type: none"> • Ursula confirmed when last reported in April, there was £65,785 in the account • Currently there is £56,927 • The outgoings are: <ul style="list-style-type: none"> - £3,400 = WordBird - £500 = Cardnet Fees – This is going to be cancelled - £853 = Accountant Fees - £16,219 = Prizes & Awards 	



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| <ul style="list-style-type: none">• There has been some fraudulent transactions on the account which was due to people testing stolen credit cards by purchasing membership. This has been picked up and blocked by swapping to two-factor authentication.• Ursula has also contacted Lloyds Bank about a false direct debit. | |
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Any Other Business

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| <ul style="list-style-type: none">• Celebrity Ambassador - There was discussion about getting a celebrity ambassador for Vulval Disease.• Comments from Patients – There was a comment from a patient about information on the BSSVD website.• President’s Essay – A new title needs deciding for the 2022 – 2023 Essay. Suggestion is “Vulval Disease and the Women’s Health Strategy”.• The winner of the 2021 – 2022 Essay “Vulva not Vagina, Why Terminology Matters” was Kimiya Asjadi – A congratulations certificate was sent to her.• Cathy Nolan Email – Not enough time to discuss - To be reviewed post meeting. DN asked KP, JS and AK. | COUNCIL |
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Next Meeting

Wednesday 8th March 2023 Consider a meal the night before Council	
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