

MINUTES of the LOC COMMITTEE MEETING

Held on 10th May 2017

In the Lilli Room, Pontlands Park Hotel, Great Baddow, Chelmsford

at 6.30pm

**Attendees**

Stuart Humfrey (SH) Chair Emma Spofforth (ES) Secretary Chris Rushen (CR) Vice Chair

Kennedy Rath (KR) Treasurer Nicholas Hagan (NH) (arrived 6.55) Vyomesh Gadhia (VG)

Sheila Purser (SAP) Sara Porter (SP) Steven Hui (StH)

Tracey Kinns (TK) Mark Carhart (MC) David Dixon (D2)

Kate Clarke (KC) Kevin Lewis (KL) Maggie Glover (MG)

**In attendance**

Katie Kingcott (KK) Minutes

**17/13 Welcome and apologies**

Nick Hagan may be late.

Reshma Patel unable to attend.

**17/14 Conflict of interest statement**

CR updated and given to KK. No other changes. Uploaded to dropbox.

**17/15 Minutes of last meeting**

No amendments. SH signed.

**17/16 Matter’s arising from minutes of last meeting**

Action point:

5 – Basic audit to be carried out. ES to send out data.

10 – ES & SH to meet with LOCSU in a few weeks to discuss commissioning problems.

16 - Concerns still ongoing from NEE practitioners. Requested to see referral pathway from ACE. Still waiting

18 – Information on Dementia Friends sent out in newsletter. SH to look into further.

20 – Closed

42 – All confidentiality forms up to date and on dropbox. Ongoing for any new members.

45 – Closed

48 – Closed

50 – Invites for ‘small projects’ emailed. Everyone to reply even if just to say ‘no thanks’.

53 – ES to speak to interested CCG’s. Ongoing.

**17/17 Chair’s Report (sent out in advance by email)**

SH apologised for lateness of report. Huge thanks to everyone involved in committee. StH been especially involved in West – nice being by his side at meeting. ES works tirelessly.

Last CET well attended.

Thanks to D2 who has updated mailchimp to be CCG specific.

SH stepped down from PEE as he is Chairman of the LOC and to avoid any conflict of interest.

Since last LOC meeting two members have stepped down due to family and work commitments - Mike Bromidge and Shamiala Chaudhri . Thanks for their involvement – wished well for the future.

SH contacted LOCSU – LOCSU will invite anyone who has stepped down to anonymously speak to them regarding their experience in the committee (exit interview).

No LEHN to discuss. SH written to Lyn Price line manager DavidHickling expressing concerns. Nearly 6 months since last LEHN meeting.

NHS.net email address – high priority for us. It will happen at some point. N3 connectivity has been suggested. N3 connection token a possibility to do NHS email addresses.

SH has had contact with Adrian Coggings at Essex County Council – put us in contact with Virgin Health who do school screening– meeting 22nd May - SH and ES attending. Virgin Health covers all of Essex apart from Southend and Thurrock. Building a nice relationship with them and getting good contacts.

Had 2nd network meeting in West – StH and SH attended. West is becoming active.

SH meeting with RNIB next month – SH to speak to SP regarding this. Looking at ECLOC funding. ECLO – eye clinic liaison officer. Lease within hospital for other services. Funding of ECLO is an issue – all charity funded. Southend struggling for funding for their ECLO – contacted Essex LOC to see if we could help. Four charities in Essex for Low Vision - Southend Welfare for the blind (covers southend), Essex sight charity (all of Essex), BASIS (Basildon/Orsett), Support for sight (North West). ES encouraged everyone to support local charities.

SH arranged peer discussion groups (10 at a time) - Mr Kasaby agreed to facilitate them. First one last month – MG and SAP attended. CET just for Optoms at the moment Due to the accreditation

**17/18 Secretary’s Report (sent out in advance by email)**

Any information for newsletter contact KK, ES or SH.

AGM planning continues.

Elections for committee – 6 contractors and 4 performer spaces available. Interest from 7 contractors and 4 performers. We will need an election for contractors. Tim Dulley contacted ES to ask if West is covered? If so he may decide not to stand. ES will speak to Tim Dulley tomorrow. Election addresses must be sent out by May 22nd if we have an election. Everyone who is up for an election will need to do election addresses – may need from KR, SP, NH and SH. RP is currently a contractor and would like to stand for a performer. Use mailchimp for election process to keep everyone in the loop.

Referral guidance for all regions still to be done. D2 has taken this on board. ES to liaise with D2 regarding this. Referral guidelines document still to be done by ES but need the work by D2 first. Several requests from several trusts regarding referral guidance – hopefully next newsletter to be very referral specific to ensure all CCG’s are following procedures properly.

ES requested updated safeguarding contacts from NHS England but no reply. Mid Essex have a booklet that should have been sent out to all practices. Need to ensure information is up to date.

WOPEC codes currently an LOC job. ES hands out codes. Main use for WOPEC codes is for additional services. ES would like someone in the committee to take on the WOPEC codes. MG happy to take over this role. KK to add MG details as WOPEC contact in next newsletter.

**16/19 Treasurer’s Report (sent out in advance by email)**

Year finished 31st March. Interim report for the last twelve months. Income of £170,000 and expenditure of £170,000. Levy increased from July/August. Expect next year to be more profitable as income has gone up. Been very stable last few years. Cash in hand round about £40,000. Big expenditure items include LOCSU, PEE and councillors.

Levy to be kept the same for AGM – KR to put this in his report. Keep on AGM agenda. LOCSU contributions – fee’s put up last year. Asked for increase in January. 20% increase in their contribution. LOCSU have requested the backlog payment, between August and January, but the Treasurer has suggested this is not applicable as the official request was only made in January

Update 1st April – £47, 052 in the bank.

**17/20 PEE Report (sent out in advance by email)**

­MC thanks all directors and ES for hard work. Thanks in particular to SH who resigned yesterday.

NE – contract negotiations for this year have commenced. MG clinical lead – has lot of work in North East Essex. Significant Reduction in activity from 1st Feb in NEE MECS services. Seems to co-inside with Evolutio. NEE GRR 40 episodes per month – fairly constant. Paediatrics episodes in the teens.

South Essex – SP clinical lead for GRR service. 694 episodes since November 2015 referral into secondary care. South Essex GRR service recently been expanded – last few stages of sorting out. To discuss with Mid if can do something similar in their area.

South Essex shared care scheme - ES clinical lead – go live date still not been set. Nearly 1000 patients have been sent into the community

Mid Essex - MC clinical lead. 404 GRR episodes since registered 1st Feb 2016. Have higher referral rate into secondary care. Wardle Williams resigned from the service.

MG discussed the stage that the NE Essex Contract negotiations are at between ACE and PEE. The bulk of the negotiations are being undertaken by Rupesh from LOCSU. There are some concerns regarding the contract negotiations. This was discussed at length in the committee.

Proposition by ES – to let LOCSU take total control of negotiations with feedback? D2 seconded. Carried unanimously.

**17/21 CCG area updates (sent out in advance by email)**

This is mainly discussed in the report. The highlights are:

**NE –** Network meetings every month. MG (PEE) CR (Optom) and ES (LOC) attend. CCG quite positive. Service mapping in the area to find out what services are being done.Cataract pathway discussed.Next meeting May 19th,

**South** – B&B still not doing GRR pathway. Southend has new clinical lead.

Post op cataract service – ES negotiated £40 fee. SAP is the CGPL for this service. Paediatric pathway – LOCSU module. Estimated 1st Sep. Still to be finalised. GRR services looked to be extended. Joint meeting with Mid Essex 18/05/17 to discuss service spec for a community ophthalmology service. Thurrock incorrect SRP for cataract surgery, being sorted by LOC.

**Mid –** Last network meeting Feb 2017. Mid Essex joining alternate South Essex network meetings. Shown interest in CGS module. Signed up for cataract post op pathway.

**West –** StH meeting with Wellbeing board. Neighbourhood schemes - talked about a lot at these meetings. Trying to keep community happy – care closer to home. Definite appetite for MECS pathway. ES discussing with them. MECS has had 2nd and 3rd CCG meeting – one more meeting to go before they agree to commissioning. Decided to base service spec on Stockport service spec. Fees? Contact made with other CCGs - between £50 and £55. New person replacing Lewis, Glyn – one to one meeting with ES. West are happy to proceed with enhanced pharmacy service. Discussed post op cataract care and GRR – no plans at the moment. Really positive about shared care glaucoma but more closely aligned to the Trust.

**17/22 LEHN update**

No update.

**17/23 Constitution (sent out in advance by email)**

KK sent out constitution to committee – no response from committee for questions. Constitution was out of date – needed amending.

ES – election of committee – it has become apparent so many of the committee are up for election. Could potentially loose half of committee. LOCSU suggest 1/3 of committee members should stand down and then re-stand for election every year. Suggest we have elections as normal this time, then have a rota for people who are up for election every three years. List will be agreed by officers after AGM and shared at next LOC meeting in July.

Vote proposition by ES – we adopt new constitution been approved by officers. Seconded by MG. Carried unanimously.

**17/24 AGM**

AGM planning continues.

Priya Prakash doing OCT masterclass. OCCS moving to Sep CET event. Couple of poster quizzes during the AGM CET event – to be put out after AGM.

For AGM – reports need to be done asap. KK to send out reports when returns from holiday. Will have Powerpoint on the wall with main points – reports will also be available on night for people not registered.

**17/25 AOB**

Funding of the National Eye Health Network. We contribute £500 towards this cause – promotes eye week. Fee agreed by committee.

MC – PEE would like to have three practice visitors within PEE setup. KR has been helping. Would like to continue. Need another two people to join. CR, TK and NH interested. Practice visitors check policies in place, practice safe and legal, drugs in date etc. Three-year cycle for each practice. Anyone interested to email MC. Interest in people becoming clinical lead in Essex in the future – mailchimp.

Public health grant – StH not sure where we should be pitching. Suggest we take it off agenda.

**17/26 Date of next meeting**

AGM 15th June

Wednesday 19th July 2017 at Club Woodham, South Woodham Ferrers.

KK to send address and map of Club Woodham out to committee members. D2 to put it on our website.

Meeting closed (21.45pm)