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MINUTES of the LOC COMMITTEE MEETING

Held on 24th January 2019

At Springfield Hospital, Lawn Lane, Chelmsford, Essex, CM1 7GU

**Attendees**

Emma Spofforth (ES) Secretary Maggie Glover (MG) Sara Porter (SP) Kevin Lewis (KL) Binal Patel (BP) Reshma Patel (RP)

Sheila Purser (SAP) Mike Daly (MD) Steven Hui (StH)

Tracey Kinns (TK) Mark Carhart (MC)

Nick Hagan (NH) David Dixon (D2)

**In attendance**

Katie Kingcott (KK) Minutes

**19/01 Welcome and apologies**

Welcome from SAP. Kennedy Rath, Chris Rushen and Bhups Battu unable to attend.

**19/02 Conflict of interest statement**

None

**19/03 Minutes of last meeting**

18/66 - PES services – not PEE services. Everyone happy for PEE accounts to be sent. Need to insert ‘PEE’. SAP amended and signed.

KK to add PES to abbreviations.

**19/04 Matters arising (action log)**

Action 94 – remove

Action 99 – close

Action 101 – remove

Action 112 and 114 – remove

Action 115 – update: Job given to StH

Action 117 – close

Actions 118, 119, 120 and 121 – remove

Action 125 – update: referral forms updates and D2 put on website, close

Action 126 – close

Action 127 – KK to chase up BB

Action 128 – update: action complete, close

Actions 130 and 131 – close

Action 133- close

Action 134 – update: action complete, close

**To add to action log** – D2 and KK to discuss singing in sheet for events. KK to let attendee’s know email address etc will be on sign in sheet

**19/05 LOC Chairman’s report (sent out in advance)**

Thanks to ES for ongoing hard work within CCG’s. Have had a lot of meetings with MSB (Mid, South and Basildon group). Thanks to fellow officers and PEE directors. Last officers meeting was in December - StH has undertaking the communications role.

Big thank you to all contractors and practitioners for involvements in schemes.

Met with Claire Burns – discussion on how Trust and LOC can build on relationship and work together in the future.

Attending LEHN meeting this month and next.

NOC meetings – packed two days with good networking.

Still remain as Clinical governance performance lead.

**Q**: NH - What percentage of uptake was there for Mid/South ophthalmology service? **A** – 99% of the optometrists/contractors signing up to the scheme attended the sept meeting. (70% of attendees of the sept meeting have signed up to new scheme however there were about 10-15% present in sept who are not optoms or contractors eg managers/DOs/owners)

**19/06 LOC Secretary's report­­­ (sent out in advance)**

Attended NOC.

Fraud risk assessment has recently been undertaken by officers. Flagged by KR. Invoices are normally approved by one of the officers. Treasurers invoices are not currently being checked. Agreed that KR would send his invoices to Chairman to confirm authorisation of payments.

**19/07 LOC Treasurer's report (sent out in advance)**

KR not present so SAP asks if any questions. No questions from the committee.

**Action:** KK to find out date report was sent and write on report as not dated.

**19/08 PEE report (sent out in advance)**

Thanks to everyone who has contributed. Episode numbers are going up steadily. 1,539 episodes in the first quarter to 2,585 in the last quarter.

**Q**: ES – Any update on meeting with the Trust and the independent ophthalmologist, Katherine Pearson? **A** - No update. **Action:** MG to chase up.

Interim report up to 7th January. Since 10th October last year we have had another £6,000 from the LOC. PEE becoming more self-sufficient. KR and MG decided to reduce amount LOC paying. Now taken off completely unless requested from PEE. Bank balance healthy at the moment. £10,000. £2,500 of this is for IG work.

PES concerns – rumors that they may try to change fee’s we have negotiated? MG went on a tender event – commissioning people can award on best perceived value for money.

PES will appoint directors for four regions. MC would like to apply be a PES regional officer, and KR as PEC Liaison Officer.

**19/09 CCG area updates:**

**NE –** few leaps forward regarding new services. FP10 forms are approved and protocols being agreed. Money for pilot for POCs agreed and available. Year long pilot. Hope being rolled out quickly. Few issues with doctors who are unhappy to sign off at the Trust end. ES spoken to Sarah Esson from CCG regarding this service. Meeting cancelled last week. Were due do a telecom tonight starting at 5.30pm - 6.20pm they turned up for meeting, so didn’t happen! Summary sent by email from Sarah Esson. “Agreed to start with cataract first at agreed tariff. Want to do evening talk with optoms w/c 12th February. Happy to use IT that needed no tweaks. Hospital admin will do updates their end.”

Glaucoma stepdown at later date, still to be discussed along with a desired anterior eye assessment service.

Cataract audit of SRP and referrals – don’t plan on changing policy until 1st April.

**South/Mid –** roll out meetings previous two days. More MECS type episodes. Still don’t have service start date. Going to triage referrals out for various MECS accredited Optoms.

**West –** all gone quiet. Initial talks with new ophthalmology lead at CCG. Last comms back in Nov. ES has re chased. MECS fees £57 initial appointment. £28 for follow up. Business case presented as a pilot with no extra investments.

IG evening on Oct 23rd.

Lead orthoptist at PAH contacted ES regarding setting up a CVDS.

**19/10 LEHN update**

No meetings been held – no update. Next meeting in February.

**19/11 Funding LOCSU Leadership Course**

StH interested in doing LOCSU do leadership course. Course is ran a few times every year. Members of other LOCs have gone on to use skills learnt from it to benefit LOC’s. Done over 6 months. 10/12 blogs to write. Essay assignment after two day course. Course fee is covered by LOCSU.

StH left the room.

Officers have discussed cost implication – travel, overnight accommodation, daily rate etc. Are we happy for StH to do this? If we do fund, we need to offer all other members to do the course. We have funded someone historically to do it. They paid for half the course expense, and LOC the other half.

**Q**: Is there a benefit to the LOC to do the course? **A** People who have done the course have said its good if they want to get involved in leadership roles within LOC etc.

**Q**: Is there anyone else who is interested in doing the course? **A** MD, RP, BP and D2 possibly interested in the future.

Full funding will be around £900. Two days, plus travel expenses and two days work.

Vote for funding StH £700 two days pay and extra for travel expenses and hotel – caped at £200. All but 2 agreed.

**Action:** ES to email StH and let him know.

StH returned to the meeting.

**19/12 Travel expenses**

KR asked in advance the committee to review travel expenses. As of Jan 19 – NHS England now pay £50 per hour after two hours travel. Also pay 56pence per mile travel. Should we adapt this expense rate? Discussions from Committee members who were not too keen for this change.

Are we happy to keep as it is? 45pence per mile plus extra payment for travel time by exception only, approved in advance by the Officers. Proposal by ES, seconded by MD. All but one agreed.

**19/13 CET for 2019**

March/April CET - Glaucoma

AGM in June - Some form of MECS CET?

September 12th CET– dispensing? Jo Abbot?

Suggestion more low vision. Nutrition from healthy living practice – communication competence.

**19/14 Central Fund**

SAP went to AGM of central fund. Feel is that its under claimed – possibility it may be closed. Looking for projects to ask for funding for. Homeless? Vacancy in east England for volunteer to represent east England. By product for a committee member? StH volunteered. If anyone has any ideas email to StH.

**19/15 PPV**

Post payment verification. NHS are reclaiming what they perceive is incorrectly claimed fees. How much info should we be giving our contractors and practitioners in Essex. **Action:** KK to lease with ES to ad info into newsletter.

**19/16 AOB**

StH – introduced to Chair of Dudley LOC. Passion for promotion of healthy living in optical practice. Smoking, weight control, diabetes, alcohol/drug abuse. West Essex are able to get free training by Provide. Further training is expensive. Next step to research if Essex County Council is interested in more healthy practices from opticians, then to find out if practices are interested. StH has email Essex England but no reply. StH and D2 to discuss mailchimp questionnaire. KK to put into newsletter – ask StH for info. StH to find out more info from public health Dudley.

New ECLO at Southend – Tracey. CVI - certificate of visual impairment (KK to check if in abbreviations).

D2 suggests patient satisfaction questionnaire in hospital. Similar to ones used in practice. If already done, can we have sight of the outcomes. **Action:** ES to ask at next Trust/CCG meetings

KK to add to the bottom of each newsletter - Next committee meeting is…. observers always welcome. Please let KK know if want to attend.

**19/17 Date of next meeting**

Wednesday 17th April.

Meeting finished 22.04pm