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MINUTES of the LOC COMMITTEE MEETING

Held on 4th July 2019

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

**Attendees**

Emma Spofforth (ES) Secretary Maggie Glover (MG) Sara Porter (SP) Kevin Lewis (KL) Reshma Patel (RP) Chris Rushen (CR)

Sheila Purser (SAP) Mike Daly (MD) David Dixon (D2)

Tracey Kinns (TK) Kennedy Rath (KR) Binal Patel (BP)

Bhups Battu (BB) (arrived 18.40) Steven Hui (StH) Nick Hagan (NH)

Michelle Barrick (MB)

**In attendance**

Katie Kingcott (KK) Minutes

**19/46 Welcome and apologies**

Welcome from SAP.

Apologies from Mark Carhart and Sara Porter.

**19/47 Health and safety**

Fire alarm not expected to be tested tonight.

Directions to toilets given.

Reminder to sign car in.

**19/48 Conflict of interest statement**

Nothing to amend.

**19/49 Minutes of last meeting**

No amendments. Signed by SAP

**19/50 Matters arising (action log)**

Action 5 – ES chased but not heard anything back

Action 60 – any thoughts on fee’s send to SAP/ES

Action 96 – BMI will host Glaucoma event this Autumn. ES to chase SR about this.

Action 97 – still waiting for info from MEHT

Action 109 – ongoing

Action 115 – close

Action 123 – ES to contact Vernon, Liz or Alex at Southend

Action 124 – remove

Action 125 – new document to be sent out this summer

Action 127 – remove

Action 129 – remove

Action 135a & 135 – remove

Action 138 – close

Action 140 – remove

Action 141 – remove

Action 144 – close

Action 146 – Es to chase again

Action 147 – close

Action 148 – add onto each newsletter at the bottom – close action

Action 149 – close

Action 150 – ES met once with MSB will – ES to chase again

Actions 151, 152, 153, 154 – close

Action 155 – KK to find out date this was done – close again

Action 156 – close

Actions 157 and 158 – close

Action 159 – ES sent college guidelines to the trust – no response for PAH or Southend. Confusion on with speed of pathway for wet AMD. New action – ES to confirm referral pathway for AMD with PAH and ESNEFT.

Action 160 – D2 and StH sent their suggestions out already. SP made contact with visioncare for homeless people. ES suggests we signpost visioncare for homeless people to the central fund and advise them to make the application themselves.

D2 to speak to SAP regarding peads scheme in the South and get info ready to submit.

StH to put his bid in.

**19/51 LOC Chairman’s report (sent out in advance)**

Welcome to Michelle Barrick - joined committee as contractor. Intro’s from everyone.

No questions

**19/52 LOC Secretary's report­­­ (NOT sent out in advance)**

Election from officers on the agenda. Will be good to have interest from other committee members in the next few years.

NOC – volunteers to attend. Hope to get two free spaces and two sponsored spaces, so potentially four people to volunteer to go to NOC. 13th and 14th November. BP, D2, RP and TK would like to attend. MB would also like to attend if anyone drops out. StH would like to go again at some point. MD to attend next year.

ES met with Jig, Chair from North London LOC. Possibility of holding a joint event with them. Potential sponsors and venue need to be sorted.

Princess Alexandra Hospital (PAH) want to do something specifically for West Essex practitioners.

SAP suggests we do our event on the 19th at Writtle and help with North London event. Suggestions for CET - BV event? Peads? ES to make contact with Vernon, Liz or Alex at Southend.

Met with Richard Whittington – said LOCSU will support us with more discussions with commissioners.

New LOCSU strategy currently being discussed.

SpaMedica meetings gone well. Thanks to Reshma for attending.

**19/53 LOC Treasurer's report (sent out in advance)**

Item 8 – got more income than outgoings. Got quite a lot on deposit account.

£16,800 went to LOCSU. Quarter of that is arears from last year. Paying them 0.5% of levy - percentage of sight test fees.

Breakdown of income – DBS fee’s, sponsors, PEE (grant from South Essex/Mid STP for IG training)

£50,000 reserves.

**19/54 Levy report**

Levy – two levy’s that are made on contractor fee’s. One is statutory levy and the other one is voluntary levy. 170 practices in our area, only 18 paying voluntary levy. Have large reserve of money been collected from voluntary levy due to go to the central fund. £13,000 collected last year from voluntary levy. Quite a few practices were unaware they were paying this levy. KR suggests offering contractors chance of a refund. Other option is to make a commitment to charity. We should have passed onto the central fund – should we just pass this on now?

Long discussion by committee to ensure all options were considered. Over-riding thought was as this fee was collected in good faith as a voluntary levy, we should send it to the Central Fund. Other actions would probably need legal advise that the LOC didn’t feel was a good use of Contractors fees. Vote to give straight to central fund – 10 agreed, 3 abstained and 1 disagreed.

**19/55 PESL report (figures sent out in advance)**

Primary Eyecare Services Ltd. PEE merged with PES at the end of March. Now about to put PEE into dormant state. Report no longer required from PEE.

PESL figures sent out in advance.

MECS in NE Essex – sent communication leaflets out (CCG and LOC) – numbers seen since communications went out have increased. 400 last quarter.

Used to split clinical governance and performance lead between SAP, MG, MC and ES. When went to PES had to reapply for jobs. SAP and MG been appointed for next two years as clinical governance and performance leads.

No questions from committee.

**19/56 Communications report**

Office 365 – lots of us using Outlook with calendars. Suggest we use to put our dates on so everyone can see who’s attending etc.

Possible whatsapp group. StH to set up - will send an email out.

StH passed leadership course. Struggled to start with but found it really beneficial. The course covered commissioning discussions, building relationships with Stakeholders and the benefits of “selling” our (Optometry) services.

Talk about training younger committee members – possible training part of the committee.

Things gained from course - compassionate leadership, motivation and networking with other students really helpful. StH would recommend the course for all of the Committee.  The commitment is at least 5 hours a week in the beginning and then the essay at the end took about 15 hours to prepare and write.  And the 2 classroom days.

LOCSU induction course coming up.

KK to produce spreadsheet on who has done what training etc – speak to StH about this.

**19/57 Election of officers**

Chair, Vice chair, Secretary and Treasurer. No one put hat in the ring. All current officers happy to re stand.

Vice Chair to stay as CR - Proposer by MG, seconded by KL – all agreed. Carried unanimously.

Treasurer to stay as KR - Proposer by MG, seconded by KL – all agreed. Carried unanimously.

Secretary to stay as ES - Proposer by MG, seconded by KL – all agreed. Carried unanimously.

Chairmain to stay as SAP - Proposer by MG, seconded by KL – all agreed. Carried unanimously.

**19/58 CCG area updates:**

**NE –** Bid for IP service going to CCG. As a result of FP10 pilot run done earlier this year.

Bid for IP funding for optoms training already in with the CCG. This is supported by hospital – training in hospital as part of this bid.

Roll out of POCS traumatic. Update – the contract has come out for us to have a look at. Needs to be reviewed and then signed.

Anterior eye monitoring pathway – Hatch vague on this. Telephone meeting yesterday with him regarding stable glaucoma monitoring pathway. Training for Optoms either done at Colchester or Clacton – minimum 5 sessions which will be paid for.

NE Essex/Suffolk STP – meeting which Sara and SAP attended. Talk of what can do going forward as STP.

**South/Mid –** No meetings since we last met - keep being cancelled. ES sent an email earlier this week asking lots of questions. Meeting on July 25th with them.

Cataract SRP has been changed – ES chased up twice. Told they will get back to her.

SAP and ES met with MSB once. COS is imminently going to be rolled out in Mid.

Referrals – urgent ones not being acted upon within appropriate timescale. Need evidence with patient details on to be able to question this.

**West –** Herts and West Essex STP set up series of meetings to reduce waiting times within the trust. SAP and ES attended three meetings with Herts LOC, two with LOCSU in attendance. July meeting just been cancelled – mid Sep now in the diary.

West Essex MECS stagnated again. ES chased again to find out what the latest is. Meant to be sending service spec to us. Desire for a meeting to discuss commission services.

ES to send StH dates for next meeting to see if he can attend as SAP unable to.

**19/59 LEHN update**

NH, SP and RP attended last meeting. Disappointing with numbers attended. 12 attended – 3 from Essex LOC. No orthoptists, ophthalmologists or GP’s attended.

Trying to look at efficiencies and seeing patents in a more timely fashion in hospitals. Looking to have officers in place at hospitals to improve waiting times etc.

Falls and frailty – posters to be distributed out for practices to print and display. Most common cause for hospital admissions in over 65 is falls. Vision is major factor in this. Another pathway to look into?

NHS England restructuring – lots of people losing jobs because of this. Lots of people having to reapply for their jobs. LEHN will continue until at least 2020. May move to STP.

CVI’s – registered CVI’s sent to the sensory team and social care direct. Sensory team contact individual to assess. Getting less CVI’s sent to the sensory team. Sensory team have said there are a lot of people living with blindness who haven’t been registered. Not paying ophthalmologists anymore to register people. Most of CVI’s they are receiving are from Southend hospital.

EVS England Scotland etc are going to be amalgamated into vision UK. Essex County Council rolling out free training.

ECL have leaflets – A5. They would like to work with LOC to establish link between LOC and ECL to get leaflets into every practice in Essex. Faye from ECL would like to contact officers regarding this. Possibly put info into newsletter.

Sensory champion flyer – add in newsletter? KK to speak to NH regarding this to clarify what Faye is after. Let Faye know we will put info in next newsletter and put on website – ask for a paragraph or two from Faye.

Next LEHN meeting in November.

**19/60 Dates for next year**

Officers to discuss and add onto next agenda.

**19/61 AOB**

Next South meeting on the 25th July – SAP can’t attend. KL offered to attend with ES.

If any patients complain about inefficient triage across the County – please let ES have details including patients name.

**19/62 Date of next meeting**

2nd October at Springfield.

Meeting finished 21.57pm