

MINUTES of the LOC COMMITTEE MEETING

Held on Wednesday 20th April 2022

Via Zoom

**Attendees**

Emma Spofforth (ES) Sheila Purser (SAP) David Dixon (D2) Kevin Lewis (KL) Chris Rushen (CR) Mike Daly (MD)

Tracey Kinns (TK) Kennedy Rath (KR) Mark Carhart (MC)

Hayley Moore (HM) Maggie Glover (MG) Bhups Battu (BB)

Arun Balasegaram (AB) Katie Kingcott (KK)

Observers: Amardeep Rupra – left at 21.00

Sana Asif (PES) – joined at 19.05, left at 21.00

Stuart Humfrey (LEHN Chair) – joined at 19.05, left at 21.00

Minutes taken by KK

**22/19 Welcome and apologies**

SAP welcomed attendees.

Apologies from Reshma Patel, Sara Porter and Nick Hagan. Welcome to Amardeep Rupra (observer).

Introductions from everyone.

**22/20 Health and safety**

Not applicable as virtual meeting.

**22/21 Conflict of interest statement**

Amardeep previously completed conflicts of interest and returned to KK.

CR has a new job – triages for PES, Mid and South Essex and a few other places in the UK.

ES is now the deputy chair of the AOP, due to take over the Chair role next year. Will have to stand down as councillor of AOP next year.

**22/22 Minutes of last meeting**

Circulated before the meeting. All agreed. SAP to sign and return to KK.

**22/23 Action log**

Action 97 - ES transferred this process to Sheila s PES. HR documents have been shared with each practitioner to organise their training with Sheila and the hospital – Close action.

Action 164 and 172 - Suggest close and remove both actions and have new actions under 'standing items' to be reviewed yearly, next review 2023.

Action 199 - Awaiting document in word format to share with all. Keep open.

Action 216 – New Chair of LEHN is Stuart Humfrey who is joining this meeting later. Remove action.

Action 223 – Richard Whittington now left LOCSU. More engagement with Lisa Gibson since complaint raised. Action closed.

Action 226 – Remove.

Action 227 - KK emailed Lauren at Spa Medica to ask about equipment/facilities available.

Action 228 – Close.

Action 229 - Legal advice on sharing patient cases to be discussed further on this.

Action 230 – On agenda for this evening to discuss.

**19.05** – Sana and Stuart joined meeting and introduced.

Stuart is the new LEHN Chairman - taken over role last month. Chairman was previously Lynne Price. Chairman role is contracted for a year. Currently considering the provision of eye care for partially sighted people across Essex, especially in deprived areas. Been in contact with SP regarding this.

Q - MC: Any scope for having a mobile service? SH: Has investigated this. Was introduced in 2014 in another area.

Sana: Qualified optometrist, worked in clinical practice for over 15 years. Was director of local PEC in South West London previously. Worked for PES for last two years covering predominantly London. Now covers areas in the South of England - NE Essex and West Essex included. POCS and IP taking priority currently. Will be doing PES report in the future for all LOC committee meetings.

**22/24 LOC Chairman’s report questions**

No questions

**22/25 LOC Secretary's report questions**

No questions

**22/26 LOC Treasurer's report questions**

No questions

**22/27 PESL report & figures questions**

Sana will be taking over these reports in the future.

Q - CR: Is fail safe officer Kay Hooper part of PES? Sana: Yes she is. Had a meeting with her today, will be working closely with her in the future.

IP set up differently in Essex to other area’s. Sana works closely with Anna Buxton who has an NHS management background. ES to speak to Sana regarding IP as there has been a technical issue.

SAP is very proud of the figures. Has taken a lot of work from the LOC to get contracts in place.

Q - MC: Have payment issues now been resolved? SAP: Mid and South Essex paid for by trust now since October. Now paid up to January.

Figures for enhanced services – IP claimed under MECS.

Q - KL: MECS - Could we monitor how many come out of the community? ES currently dealing with this. Meeting tomorrow with Aman. ES has access to clinical records at Southend so she can look and see if they are being sent to the correct person. KL to give ES a snapshot of the sort of cases that would be sent out, along with rough idea of numbers.

Discussions over MECS and diabetic screening service. ES to give feedback to Stuart Humfrey regarding MECS.

Q - MD: Isn’t this a LOCSU issue? ES: Sector organisation’s can raise these issues. ES has raised with the AOP and NHS England. LOCSU are a support organization.

KL has had a lot of referrals from GP’s not reading letters properly and referring for everything when not necessary. MG suggests this is something we can feed back to GP’s. Referrals are from the diabetic reporting service. KL to give info to ES regarding this.

**22/28 CCG reports questions**

CCG reports going forward with be referred to as ICB reports. INTEGRATED CARE BOARD – KK to add to abbreviations.

KL: Old Evolutio system is going, he has a few patients who they are following up from this. CCG has told him to see those px’s and put under MECS? KL to give ES details to look into.

CR: Turned down as a pilot for optometry first? ES: this is for Herts and West Essex.

**22/29 Statutory Levy**

Discussed at 9pm after Sana, Stuart and Amardeep left.

Levy currently at 1.5%. 1% to LOC and 0.5% to LOCSU. Officers have found support from LOCSU isn’t as good as it could have been over last few months. Going forward how should levy be divided?

KR: Paid £50,000 to LOCSU last year – don’t feel its value for money. Option to give LOCSU £3,000 a month (0.35% of levy) and reduce our levy to 1.35% with LOC still taking 1% or keep the levy at 1.5% and reduce LOCSU levy to 0.35% and LOC still take 1.15%.

Currently with the 1% the LOC has taken means LOC have broken even.

BB suggests we keep the levy at 1.5% but reduce how much we give LOCSU to 0.35% so we can build up LOC’s reserves.

Q - How much do other LOC’s give to LOCSU? Every LOC is asked for 0.5% to give to LOCSU, however not everyone does this. Essex LOC gives the most because of our size.

Q - MC: Why do we feel we are not getting the value from LOCSU? SAP: LOCSU have increased number of optical leads they have which works ok. Currently have meetings every three months. One meeting they sent two optical leads (neither one ours) but they declined to take minutes. KR: LOCSU failed to support us when we had problems with PES.

Q - MC: Are the increased number of optical leads employed by LOCSU? ES: They are self-employed.

Richard Whittington has now left. LOCSU is in the process of appointing new a CEO. If goes to plan it is possible LOCSU will have change in direction, which may be beneficial to us. Zoe Richmond is new clinical director for LOCSU. Three other junior members of staff.

Board meetings 3-4 times a year which get paid for attending from LOCSU. Still one clinical lead short.

BP proposes that we keep the levy of 1.5%, KR seconded. Voted unanimously.

KL proposes LOC continues paying £3,000 a month to LOCSU (making it 0.35%) as we currently are, and not making it up to 0.5%, MD seconded. Voted unanimously.

**22/30 Succession planning**

How we can develop the LOC to include new members and going forward continue to be as good as we are now. ES previously asked committee for idea’s on this.

BP suggested LOC members can visit practices to raise awareness of LOC. Quite expensive for members to go door to door. Not the best use of money. Good to have an area representative. Option to phone practices rather than going door to door.

DD happy to go to places local to him. Amardeep also happy to visit practices.

MD: point of this is to get people on board and to replace officers should they leave in the future. Suggests might be more productive to have ‘one to one’ training with officers to give committee members an insight into what the officers roles involve. ES would like committee members to attend various different meetings with her to give an insight into what is done at these meetings. Quite a lot of meetings are now held in the day time so tricky for committee members who work full time to attend.

MG gained experience by attending NE meetings with ES and taking notes at these meetings to give her an insight.

Discussions on if people would be willing to attend meetings. MD, DD and MC expressed an interest.

Suggestion for pre reg specific newsletter – suggestion for LOCSU to go into uni;s in their last year and explaining the importance of LOC’s. AOP’s go to universities, not LOCSU’s role. It is included in the info AOP provide but is not area specific.

ES: Targeted newsletter/emails – any takers to do this task? MG and HM are going to oversee this. MG and HM to discuss.

Suggestion to have flyers to hand out at events giving information on what the LOC do and how people can get involved.

Suggestion to have a pre reg whatsapp group to help with training to get pre reg’s interested in what the LOC does and an incentive to get involved – CR and HM volunteered to help with this. Risk of consent when sharing cases/images on whatsapp. This needs looking into at a later date.

**22/31 Planning AGM – date 15th June 2022**

All reports (full business year 1st April – 31st March) will need to be shared ahead of AGM. Need to go out on the 4th May (42 days ahead of AGM). KK to send a formal invite to all on mailchimp.

Discussion as to whether it is held online or in person? If in person do we do a CPD alongside? Is there enough time to plan for this?

ES away in May – need someone to help KK with planning. Volunteers? MG and TK to help.

Suggestion to do online AGM and then a summer (Sep) and autumn (Nov) CPD event.

Prefer online to in person? Majority vote for online and no CPD.

Suggestion for CPD – what not to refer? KL has done something similar in the past. KL spoke to James Myerscough regarding getting involved with this. ES to speak to James regarding this.

PES report for AGM Q - MG: Who to do report? MG or Sana? Both to sit down and write together.

DD to host AGM via Zoom.

**22/32 Committee elections**

Up for election is KR, ES, MC (all performer’s) and RP (contractor).

Three performers and three contractors currently available on the committee. Apply by 25th May with brief CV to be sent to KK. KK to let ES and DD know by end of May if elections are required.

Any current committee members interested in becoming an officer? This will be done at the first meeting after the AGM.

Q - MC: Will this be in person or via zoom? ES: Not decided yet. This needs to go on the agenda for the 27th July to discuss in person/online meetings for the future.

**22/33 CPD – planning events for the year ahead**

Waiting for James Myerscough to get back to us. These will hopefully be in person.

**22/34 AOB**

Amardeep, Stuart and Sana left at 9pm. Levy to be discussed (item 22/29).

**21/35 Date of next meeting**

AGM 15th June 2022.

Meeting closed at 21.30pm