

MINUTES of the LOC COMMITTEE MEETING

Held on Wednesday 9th November at 6.30pm via Zoom

**Attendees**

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

Kennedy Rath (KR) Mark Carhart (MC) Hayley Moore (HM) Maggie Glover (MG) Bhups Battu (BB) Nick Hagan (NH) (left 8.00pm)

Katie Kingcott (KK) Sara Porter (SP) Reshma Patel (RP)

Observers:

Max Halford (LOCSU)

Sana Asif (PES) (left 8.00pm)

Rupal Patel (LEHN) (left 6.47pm)

Karen Whiting (observer) (left 8.00pm)

Minutes taken by KK

**22/67 Welcome and apologies**

Welcome from SAP. Apologies from Arun Balasegaram who is unable to attend this evening. SP and NH will be late.

One observer joining the meeting this evening – Karen Whiting, works at Specsavers in Basildon. Doing MECS as CLO.

Welcome to Max Halford (LOCSU) and Rupal Patel (LEHN stand in chair) - Stuart Humfrey stepped down as LEHN chair after 6 months.

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**22/68 Health and safety**

None as meeting via Zoom.

**22/69 Conflict of interest statement**

KK to send conflict of interest and confidentiality forms to Karen to return. Reminder that what is said in the meeting is confidential and not to be discussed outside the meeting.

**22/70 Minutes of last meeting**.

No amendments. Proposed as a true record by CR, seconded by DD. All agreed. SAP to electronically sign and return to KK.

**22/71 LEHN Update**

Stuart Humfrey resigned from his role as LEHN chair at the end of Sep - Rupal Patel is stand in chair. Rupal covers all of East of England.

April 2023 – commissioning of GOS services will move to ICB’s.

Next LEHN meeting will be in Jan. Rupal will send invites out.

Has already had a request from DD regarding the red book for children to include the name of optical practice the child is based at.

Current projects - Inequalities and access of homeless project, special schools and adults with learning difficulties. Looking into all the above to see how they will fit in.

MG – best feedback from LEHN regarding what they are doing in a very long time.

SAP – normally LOC send a few people along to LEHN. Usually RP and NH. RP is happy to continue attending.

There will be a slightly different approach to LEHN meetings from now on. New format will be getting reports ahead of meetings and sharing experience and knowledge of different organisations. Will still discuss different projects and updates.

Thanks to Rupal from SAP for attending.

Rupal left meeting 6.47pm.

**22/72 Action Log**

Yearly review: Needs Analysis – MC to liaise with ES as there is a new version.

Action 199 – Close.

Action 227 – Remove.

Action 229 – Close.

Actions 231, 232, 233, 234 and 236 – Remove.

Action 238 – Still very little response. Committee asked to ‘nag’ any pre-reg’s they have. KK to include information again in December’s newsletter.

Action 239 – Remove.

Action 240 – Close.

Action 242 – Close.

Action 244 – MG has sent info to MC. Close.

Action 245 – Info sent to officers. Cost is £25 per month. ES suggests MC could collate the reports, action log etc into PDF format ahead of each committee meeting in the future. MC happy to do this. Officers to discuss fee’s for MC to do this.

Action 246 – Close.

Action 247 – Feedback sent to LOCSU. Close.

Action 248 – NOC taken place and reports shared. Close.

Action 249 – DD and MG working on this. Close.

**22/73 LOC Chairman’s report** **questions (sent out ahead of meeting)**

Apologies for lateness of reports.

Name of clinical director was missed out of Chairman’s report - Aman Chandra. KK to add into SAP’s report.

No questions.

**22/74 LOC Secretary's report​ questions (sent out ahead of meeting)**

Regards to CPD payments there is a minor anomaly regarding facilitators. This will be discussed in more details at next meeting – to be added to agenda.

ES thanks everyone who has offered to facilitate on 23rd November. LOC will hold a small peer review in the new year for all facilitators to allow them to get their CPD points.

Equality, Diversion and Inclusion (EDI) element has discussed previously. Should have a ponder from a wider perspective from LOC work. Maybe discuss what the LOC could do in the future to support practitioners. Let ES know of any thoughts.

MC attended a presentation on EDI at NOC along with a breakout session. Suggests to get pre regs early and educate them early. ES states one of the things we maybe need to consider is what we should be doing (if anything) for a CPD event to talk about EDI.

NH – In regards to students, suggests doing cheese and wine evenings. In terms of EDI everyone would benefit from this training, huge aspect of things we should be looking at.

ES suggests contemplating options for this – add to action log. ES to put together a paper regarding EDI and discuss at next meeting.

Going green in the LOC – options discussed regarding green initiatives. Possibility of doing an event regarding this. ES looking for someone to look into this. KK offered.

HM – Mid Essex WhatsApp group have not been particularly active. North East Essex group is very active – 42 members in Mid and 75 in North. Might be worth having conversation regarding doing something to get more action in the Mid Essex group. Ophthalmologist has joined the group this week. SAP offered to send email to all practices to make them aware of WhatsApp group and mention that an ophthalmologist is in the group. DD suggest someone is needed to get the ball rolling in discussions in WhatsApp group.

MG – Last paragraph in secretary report regarding attending more virtual meetings. Feels ES might become overwhelmed with number of meetings attended. As just because the time to attend is physically available doesn’t mean it is easy to continue to attend without thinking of the consequences of the increased workload.

ES agrees – currently attends lots of late night meetings and overlap of meetings. Currently working 5 days when should only be working 2.

**22/75 PESL report questions (sent out ahead of meeting)​**

Financial update – no backlogs or invoicing issues. NE Essex payments for glaucoma service being charged at Mid Essex fee. Advised to raise with Sana if any problems.

Rebuilding CGS platform – close to live testing phase.

Seeing increase in returns of patient satisfaction questionnaires. All feedback has been positive. Represents a high standard of care from optometrists providing service.

SAP – all payments are paid by Southend hospital trust – still continue to not deal with this accurately. Payments have been late and paying to LOCSU bank account and not PES bank account. This delays the payment and PES have to request payment from LOCSU before paying practices. SAP is still trying to find out who to talk to regarding getting this sorted. Hopefully being sorted this month.

Sana – NE Essex services running well. Engagement from trust – have regular contract meetings. Has recently had some internal changes. Sana working to resolve a few issues currently.

No more comments on complexity of patients being discharged. Let Sana know if any more problems.

West Essex – running well. Number of patients coming out from Princess Alexander post cataract is low. PAH service – still pushing to get more practices on board.

KL – in regards to payments. Seem to get a catch up of payments every 2-3 months.

KL - Numbers in South CGS is missing from report? Sana to amend report and resend. KL states he has had no new patients for last 8 months.

ES – have problem with communications with consultants in glaucoma dept in Southend and Mid Essex trust. Service specs was agreed three consultants ago. Liz Law is no longer involved in commissioning services. Trying to set meetings up since January regarding this. Finally had meeting last month. SAP and ES will bring up points discussed in meeting tomorrow with Lisa Gibson.

Loosing providers from the service but not training anyone new up.

ES suggests speaking to Fiona and asking her to take the lead.

MG – regarding money getting sent accidently to LOCSU account – would it be possible for someone to check LOCSU account on a very regular basis and redirect, rather than waiting for someone to flag it up.

MC suggests sending out a ‘flagged’ email.

MG attended a meeting last week and PES received positive praise regarding the Pilot CGS from Hatch.

Sana thanks everyone for all their hard work.

**22/76 LOC Treasurer’s report questions ​(sent out ahead of meeting)**

Report written a while ago. Currently £21,000 profit. Will take a hit as NOC funds coming out of this. On course to have a very strong reserve at the end of the year. In a position to offer reduction in the levy.

Ring fenced funds – funds the LOC has accumulated through getting trusts to send us funds to use for training. Some of these funds have to go to certain things. Gradually working way down.

MG – Q: has bank account been freed up again?

KR - About a week ago received a text message from HSBC stating due to a returned mailing the postal mail address is compromised and KR was locked out of the account. Can access the account but unable to send any money out. KR needs to reinstate internet banking. Needs to send form to HSBC, signed by another signatory (SAP). HSBC will then send KR a code to allow him to unfreeze internet banking. This is over a week now. Apologies to committee for delay in payments.

DD – Q: is it worth staying with HSBC in the future? KR suggests opening up another bank account and putting the ring fenced money into there. This is the first time this has happened in 7 years. To be discussed more in the future. Anyone financially impeded by this let SAP know outside of the meeting.

SAP thanks Sana and Karen for attending.

Meeting finished 8.00pm.