



MINUTES of the LOC COMMITTEE MEETING

Held virtually on Tuesday 25th April 2023 at 6.30pm via Zoom

Attendees

Emma Spofforth (ES)
Kevin Lewis (KL)
Hayley Moore (HM)
Nick Hagan (NH)
Reshma Patel (RP)

Sheila Purser (SAP)
Chris Rushen (CR)
Maggie Glover (MG)
Katie Kingcott (KK)

David Dixon (D2)
Mike Daly (MD)
Bhups Battu (BB)
Sara Porter (SP)

Observers: Samiriah Shaikh

Minutes taken by KK

23/17 Welcome and apologies

Welcome from SAP.

SAP requests cameras stay turned on so we can see if anyone leaves.

Apologies from Mark Carhart and Mike Daly who are unable to attend. Mike has supplied the Treasurer's report which has been previously sent out via email.

Meeting pack from Mark sent out today – few bits missing which will be covered tonight.

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23/18 Health and safety

None as meeting via Zoom.

23/19 Conflict of interest statement

Sent out to observers ahead of meeting to complete and return to KK.

Nothing to add from the committee.

23/19 Minutes of last meeting.

SAP screen shares the minutes from 8th February - no amendments to be made. Proposed as a true record by MG, seconded by SP. All agreed.

SAP screen shares the minutes from extra meeting on 22nd March – no amendments to be made. Proposed as true record by MG, seconded by SP. All agreed.

SAP to electronically sign both and return to KK.

23/20 Action Log

Action 237 - information sent out via whatsapp and newsletters. Some interest. Probably worth repeating on whatsapp – D2 to do this. Close action.

Action 238 – remove.

Action 241 - action completed. Job descriptions also done for Officers and a review of the Terms of Service document underway. Close action.

Actions 243, 250, 251 & 252 – remove.

Action 253 – on the agenda.
Actions 254 & 255 – remove.
Action 256 - officers agreed MC can charge an hours fee at £65.
Action 257 – on the agenda.
Actions 258 & 259 – close.
Actions 260 & 261 - banking/end of year activity shifted these lower down list of jobs.
Action 262 - received and forwarded to committee. Close action.
Action 263 – completed, document shared. Close action.
Action 264 - ES asked and chased Jigs but he didn't respond. Lecture now written. Close action.
Action 265 - organised but minimal interest. Now cancelled and will reschedule for September 2023 onwards. Close action.
Action 266 - extra meeting held and various further elements discussed. No appetite to hold strategy meeting yet. Desire to sort out in house issues first, especially succession planning. Close action.
Action 267 - Meetings until later in year: AGM at Writtle with CPD - 14/06/23. Committee online 21/06/23. Committee online 04/10/23. Perhaps some ad hoc short meetings may be offered as needed. Close action.
Action 268 – no takers. Close action.

23/21 LOC Chairman's report questions (sent out ahead of meeting)

SAP asks if any questions.

MG asks if she can discuss Hydroxychloroquine service with SAP at some point. SAP happy to do this.

23/22 LOC Secretary's report questions (sent out ahead of meeting)

MG clarifies a point made in the Secretary's report 'Maggie, with some support from Mark where required, has been helping Mike with year end accounts leading up to the sign off of documentation for audit purposes.' MG had meeting with MD to provide bit of guidance. Doesn't want everyone to think MD hasn't been doing the work, MG just provided some guidance.

Q - MG: questions Mailchimp – please confirm agreement? ES: going for slightly more expensive option (£4 per month). Need to get a credit/debit card set up to do DD. Card has been ordered from HSBC.

ES - Elections of new committee at the AGM – MG (performer), KL (contractor) and DD (performer) are up for election.

IP training grant – in theory got grants in all three commissioning areas. Money in accounts for all three. Short of people wanting to take up an IP training grant.

Q - HM: are we advertising these grants? ES: puts this out regularly.

RP suggests talking to people who may be interested to give some more information on what's involved in the IP training.

RP and DD found organising placements in Hospitals very easy. Very flexible days/dates offered.

HM – good to have some expectation of how much work is involved. HM suggest we could mention IP funding at the next CPD event.

AGM – ES is away most of May. Anyone able to help KK if needs be? DD offered to help.

Poster quiz – thoughts for AGM? Only 15 minute comfort break so not enough time.

Advertising jobs at next CPD event in May. See how it goes and possibly do again at AGM June event.

Update on referral pathways – hospitals keep changing these for a variety of reasons. If we have some stability by the AGM, would be a good idea to print posters out and hand out at

AGM/CPD event. DD suggests to include where to go for up to date information as this can change. CR suggests putting date on the posters.

HM – EDI . Feels this is really important however other things tend to take priority but feels this should be higher on our list.

MG – because of the year end accounts this took priority as this had an end of year date.

MG and ES need to speak about EDI.

Q – HM: do we have any timescales on this? ES and MG are away over the next few months.

So will be looked at after the AGM and report back at first meeting after AGM.

Sana and new LOCSU rep need AGM info send to them. Max Halford stood down as LOCSU rep. New rep is Fionnuala Kidd.

Samiriah (observer) joined at 19.12.

SAP thanks Samiriah for attending this evening. SAP introduces everyone.

Samiriah introduces herself - works in Specsavers Maldon. BB asks how did Sam hear about the LOC? Samiriah: In optometrist group chat.

23/23 LOC Treasurer's report questions (sent out ahead of meeting)

MD unable to attend this evening. ES gives report information. Update on finances. MD new to post. Going through everything from scratch. MD has specified what we have in the debit account (ring fenced funds). Two separate accounts which need to be overseen.

Some committee members figures shown are incorrect as include payments to reimburse for fee's – this should be separated out.

Budget for the following year – officers need to do this to work out what levy is needed. May need to do this as an EGM once the budget has been prepared as might not have the information ready in time for the AGM.

Q - MG: regarding current account and deposit account. Is there also money in the deposit account for IP funding? ES clarifies the two different accounts.

Q - BB: What is the purpose of the deposit account? ES: these are the ring fenced funds.

Officers have discussed transferring the deposit account to a different bank in the future. MG suggests having some separate money in the deposit account as a contingency fund. ES: this is something which would need discussing in the future.

SAP screen shares payroll document. Going to be some changes in the payment side of things. If LOC's pay people regularly, they are potentially at risk of investigation by HMRC for payment of taxes. If some members haven't paid tax, it becomes the liability of LOC, then of the officers, then of the committee members. LOCSU paid for 4 different opinions on this from 4 different accountants. All agreed needs to be paid the same way. Decided regular payments needs to be taxed at source. For people who don't have regular payment each month this will be a bit more tricky. About 50% of committee have regular monthly payments. Decision is that everyone will go through payroll. Costs a certain amount of money to set this up. LOCSU has offered to pay for an organisation to do this for us. SAP, ES, MD and KK have a set payment each month. Everyone will need to send their invoices to MD by 5th of each month in order to be paid at the end of the month, less tax. Should be paid by 25th of the month as long as invoice is sent to MD by the 5th. Shouldn't incur NI for most committee members, should be taxed at basic amount. Committee members need to discuss with MD if they want to use a different tax code and will need to inform HMRC.

ES reminds members to use correct excel form for invoicing and send to treasurer email copying in ES or SAP.

Q - HM: Do we get payslips? ES: Yes, MD will send you electronic payslips. If anyone wants to change bank account details, need to put in an email to MD.

Q - MG – if we have travel expenses will MD pay independently? ES: invoice as normally do – separate claims and expenses. This will be sorted out before payment made. Expenses won't be taxed.

More documentation will be sent out to everyone when available.

23/24 PESL report questions

Apologies from Sana as unable to attend tonight.

SAP screen shares PES running totals spreadsheet (sent out ahead of meeting).

Sana has chased overdue payments for West Essex - waiting for reply.

NE – went out to procurement. In stand still period which ends today. Official response on who won procurement should be announced this week.

Mid/South Essex continuing very well.

Q - KL: how many practices have shown interest in HCQ service SAP: Have had a few practices showing interest - 4 so far.

Q - HM: MSE MECS and West MECS shows an increase in volume over last 3 months. Is there a particular reason for this? SAP: Have asked trusts, pharmacists etc to send patients to MECS which may account for some increase, however SAP is speaking to a few practices who may not have been using the service properly. CR suggests increase in MECS may be because lots of GP's have locums only, so may pass eye problems out to local opticians.

ES - these services have been advertised nationally more and is aware these figures are increasing elsewhere across England.

KL has had two recent emails from local GP practices asking if they can refer directly to the opticians. KL has provided them with more information on MECS.

23/25 ICB reports questions (sent out ahead of meeting)

First two pages of report are a repeat of last committee meetings report.

Waiting lists for referrals and follow ups are still going up. Lots of error in recording of data.

Figures are vague. Minimal movement in most areas.

Parts of West Essex – meetings have stopped. Change of ICB lead.

Mid and South Essex – most organised. Biggest area. Biggest waiting list for referrals and follow ups.

Q – Samiriah: what is an FP10? SAP: NHS prescription - for an IP qualified optom to be able to prescribe drugs for eye related medication. If patient is eligible for free prescriptions, they wouldn't have to pay for prescription. If not eligible the patient would need to pay the NHS prescription fee.

Q - RP: Once got IP qualification how long does it take to get the FP10 pad, and what fee can be charged? ES: not easy to answer as currently trying to sort out contracts of old ICB to the hospital.

MG: P3 – typo. 2003, should be 2023.

23/26 LEHN report questions

The last LEHN meeting was on 30th January. SP and RP gave a verbal report at the last committee meeting on 8th Feb. No meeting since.

23/27 CPD: Anomaly for facilitators of peer review

Anyone who facilitates for peer review are unable to get the 3 CPD points, only eligible for 1 CPD self-directed point. Discussion workshops also have 3 interactive points available. If you are a table lead on discussion workshops, then you still get the 3 CPD points. Officers have decided we will no longer offer peer review only discussion workshops.

HM suggests we may want to look into offering a peer review at the end of the three year cycle as people may still need their peer review points.

ES - if facilitators need paying then it would cost the LOC a lot of money. Would need a lot of sponsorship to cover this expense.

Q - HM: Is one of our functions as an LOC to provide peer review? ES: No its not one of our roles. And as an LOC we already offer more CPD than many other LOCs

NH suggests people can do self-directed peer review. ES suggests all AOP members contact AOP and do their peer review sessions.

KK to look into self-directed peer review and share information with the committee.

23/28 Feedback for 'sustainability' options

KK - feedback only received from DD.

SAP to look at LOCSU to see if anything relevant for us and share info with KK.

KK to get information for AGM to share with practitioners.

23/29 AOB

Samiriah asked to leave before AOB covered – left at 8.30pm.

A Private meeting was then held. Minutes are separate.

23/30 Date of next meeting

AGM on 14th June and next committee meeting on 21st June.

Reminder for invoices to be sent by 5th May to MD and copy in SAP as ES away.

Meeting finished 10.32pm. 4 hour claim.

Signed Electronically
Sheila Purser
Chairman 26/6/2023