



## **MINUTES of the LOC COMMITTEE MEETING**

Held virtually on Wednesday 21<sup>st</sup> June 2023 at 6.30pm

### **Attendees**

Emma Spofforth (ES)  
Kevin Lewis (KL)  
Mark Carhart (MC)  
Sara Porter (SP)

Sheila Purser (SAP)  
Chris Rushen (CR)  
Hayley Moore (HM)  
Katie Kingcott (KK)

David Dixon (DD)  
Mike Daly (MD)  
Maggie Glover (MG)  
Jasraj Bhangra (JB)

### Observers:

Pooja Bij  
Vickie Hamilton-Barr  
Philip Bridgford

Minutes taken by KK

### **23/45 Welcome and apologies**

Welcome from SAP. First meeting after AGM. JB voted onto the committee at the AGM. Apologies from Reshma Patel and Bhups Battu who are unable to attend. Welcome to observers - Philip, Vickie and Pooja. SAP introduces everyone.

### **23/46 Health and safety**

None as via zoom.

### **23/47 Conflict of interest statement**

ES explains conflicts of interest and confidentiality forms.  
KK to send forms to JB and observers to complete and return.  
All observers work in private practice. Pooja also works for City University and CHEC. JB also works for CHEC and does work for Evolutio.

### **23/48 Minutes of last meeting**

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

### **23/49 Action log**

Actions 237, 241, 253 and 256 – remove.  
Action 257 – KK to add hints and tips in each of the next few newsletters. Consider a single mailout too. Close action.  
Actions 258 and 259 – remove.  
Action 260 – MG and ES spoken. Close action.  
Action 261 – Mg and ES spoken. Date in the diary for end of month for next chat. Closed  
Actions 262, 263, 264, 265, 266, 267 and 268 – remove.  
Action 269 – completed. Move item to 'standing item's'. Close action.

Action 270 – MG and SAP spoken. MG to include on PEE website. Close action.

271 – closed

272 – Delayed to autumn

Action 273 – completed. Further update in AOB. Close action.

Action 274 – outstanding. ES to email payroll including info on tax allowance.

### **23/50 LOC Chairman's report (verbal only)**

No real update since AGM. Had meeting with PES clinical directors on Monday.

No questions.

### **23/51 LOC Secretary's report (verbal only)**

Thanks to everyone who attended AGM. Reminder that committee members can't invoice for attending.

Lots to sort out after AGM including reviewing roles within committee, confirming declarations, training etc. Documentation coming out to people to review.

Officers met previous to the AGM. Trying to work out plans going forward. MD has decided to stand down as Treasurer as doesn't have the time to commit to the role.

'How to' documents – KK and ES have all these saved in the event of someone leaving suddenly. These are all backed up. Appendix to be shared with the committee when finalised.

No questions.

### **23/52 LOC Treasurer's report (verbal only)**

Budget planning - LOCSU recommend three criteria for deciding what to have for reserves: unexpected shocks, opportunities and enough to cover three months' worth of activity. Using figures for past year, three months would be £36,500.

Q – MG: what is ring fenced?

SAP: this is the work we need to do going forwards, money for specific tasks awarded to the Essex LOC, and only to be used for these tasks. This is separately itemised in the deposit account. Need to get the balance right for contractors before we decide on the levy – whether to keep the same or reduce. Paid accountant £400 instead of original agreed £300 as lot more work than first thought.

DD: main thing we need to decide is what target amount we need available. Budget for next year.

CR: could be very easy to use up a large amount of funds if there is ever anything needed to go to solicitors.

Q - MC: are there any insurance policies that could be taken out?

SAP: not sure. New treasurer could look into this.

ES suggests the budget is something the officers come back to the committee with once been looked into.

Essex County Council have decreased the cost of DBS to us but been decided by Officers that we will leave the cost for practitioners the same as its minimal and this does cover some of Sheila's time spent doing the DBS as well as the Treasurer's time paying the fees.

No questions.

SAP thanks MD for all the hard work he's done over the last 8 months. MG echoes this.

### **23/53 PESL report (verbal only)**

Sana unable to attend this evening. No update since AGM. KK to share updated figures to committee.

Q – MC: Specsavers have announced they've reached 50 million per year enhanced services turn over, is this true?

NH: this will be a mixture of private and scheme based, plus is an international figure. Will be in proportion to the volume of patients seen. Since COVID CUES has really taken off.

ES: recent report by GOC states 33% of px's now attend optical practice as first point of call for eye problems. Gone up from 15% since 2015.

SAP: PES work force in Essex has grown to over 100 practices now.

### **23/54 Committee fees**

Mindful that this was changed last year – increase in committee meeting fee and hourly rate.

ES suggests keeping everything the same as last year. No increase in honorarium.

ES looking at separating out the secretary role and clinical lead role. Suggested two figures to bring back to committee at later date.

NH: given current climate and cost of living, worth considering an increase for the honoraria.

Concerns ES and SAP have is that they don't feel they can put a request in currently, given the upheaval of the past year.

MG suggests bringing this up at the next committee meeting whether an increase should be suggested. ES agrees. Confirms this would include KK's fees too.

### **23/55 Co-opted members/Election of Officers**

Two people interested in joining the committee at AGM. JB was voted in as a performer. Pooja couldn't attend. Committee now full for performers. Can co-opt people to the committee. Have spaces for contractors. Need to vote on co-opts. SAP is co-opt, Vickie would like to be co-opted on.

Pooja needs to attend two committee meetings before can be co-opted on - tonight and one more. KK to include in the next agenda.

Q – MG: can Pooja only observe before she's elected on to the committee or can we give her jobs?

ES: can only observe until she is actually on the committee.

ES suggests co-opting SAP and Vickie onto the committee. Proposed by MG, seconded by HM. Carried unanimously.

ES - as we have vacancies, proposes Philip as new contractor, seconded by MG. Carried unanimously.

SAP welcomes new members!

Two applicants for Treasurer role - DD and MC. Both read out their election address. Poll taken via zoom. Majority voted for DD. 11 votes for DD and 4 votes for MC

**The Essex LOC have therefore by a majority agreed that David Dixon will now become the Essex LOC Treasurer effective immediately. Within this role, David Dixon will be added to the Essex LOC Banking with HSBC and oversee the Essex LOC accounts as the primary user on the banking.** However, Mike Daly will also remain as Immediate Past Treasurer for a period of three months to enable a smooth handover.

Other three officers will re-stand – ES as Secretary, SAP as Chairman and CR as Vice Chairman. No one has expressed an interest in these roles. ES reminds committee that she will be standing down next year in the Secretary role and it would be good to have a long hand over period.

DD proposes for all current officers to stay, KL seconded. Voted unanimously.

### **23/56 ICB updates (verbal only)**

Herts and West looking at how to work together as a whole ICB. Will include looking at CHEC contract in West.

Meeting with Herts and West Essex commissioners. Good progress with plans going forward.

ES is able to use some of her other roles which help with discussions – ES always raises any conflicts of interest.

SNEE – no meetings for a while. Lack of communication from Colchester hospital. Old manager back in role. Few rumblings in the background. Nothing really happening. Hoping to do relaunch of new contracts. One element of one contract not yet been finalised. Mid and South Essex covers biggest area of county. Fine tuning referral pathways. Developing their referral hub. Lots of teething issues. Hydroxycyloquine pathway in Mid and South Essex live with patients going through system, including some patients transferred by Evolutio from BHRUT.

### **23/57 CPD events update**

ES thanks HM and CR for fantastic CPD in May. Best CPD the loc has done. Suggests re-running this, maybe tweaking the cases. ES suggest doing similar format in Spring next year at the end of the CPD cycle.

Several evening taster sessions coming up – one in NE Essex with Vivek OCT.

OSCE's – confirmation on date Monday 25<sup>th</sup> September. Specsavers in Chelmsford hosting.

CR and HM will be working in tandem. CR doing a foreign body workshop and HM MECS.

SAP is looking at the cost side of things for delegates.

Q - DD – who are we advertising this to?

SAP: already gone to Mid and South. KK adding the info into next newsletter.

Autumn CPD event – had interest from speakers to give talks.

HM suggests running a foreign body workshop at a CPD event. Possibly combining it with Topcon who could supply slit lamps. WOPEC can supply balls (fake eyes!). Officers to look at dates.

### **23/58 LEHN update**

Rupal Patel is the current LEHN chair. SAP attended last meeting. Too big a meeting with too many people and too many interests!

Talk about PSCE, low vision, places which need extra support, inequalities and learning as a priority, safeguarding for testing children's eyes and advice/guidance. Felt like a revamp meeting, with no change.

Rupal sometimes turns up to Mid and South Essex transformation meeting.

### **23/59 AOB**

HM thanks officers for all hard work over the last year. Proud to be part of the LOC.

MD: new committee members can claim for attending this meeting. ES to confirm with new members on fee's/claiming. Induction pack to be sent out to new members.

JB, Philip, Pooja and Vickie asked to leave before AOB covered. SAP thanks for attending. Left at 8.36pm.

A Private meeting was then held. Minutes are separate.

### **23/60 Date of next committee meeting**

Wednesday 4<sup>th</sup> October. CR unable to attend as on holiday. KK to share date with all committee members via email. Add in new members.

Meeting finished 8.36pm.

Signed Electronically

*Sheila A Purser* 24<sup>th</sup> October 2023