



MINUTES of the LOC COMMITTEE MEETING

Held virtually on Wednesday 3rd July 2024 at 6.30pm

Attendees

Emma Spofforth (ES)

Sara Porter (SP)

Jasraj Bhangra (JB)

Reshma Patel (RP)

Kiran Lal (KL)

Sheila Purser (SAP)

Hayley Moore (HM)

Vickie Hamilton-Barr (VH)

Pooja Bij (PB)

Mark Carhart (MC)

David Dixon (DD)

Maggie Glover (MG)

Philip Bridgford (PBF)

Bhups Battu (BB) (7pm)

Katie Kingcott (KK)

Minutes taken by KK

24/41 Welcome, apologies and conflicts of interest - Chairman

Welcome from SAP. Apologies from Nick Hagan who is unable to attend. SAP thanks everyone for their participation on the away day.

Business:

24/42 Away Day Review – how do we take it forward? – Secretary

Thanks to all who were able to attend. Very positive day, good team building. Great to gather info and ideas from everyone. Report from away day previously shared with committee.

Ideas for website – time constraints have meant it hasn't been updated as well as it should. Q: ES – what should we make a priority?

- HM – modelling what North and Waveney have done – getting newly qualified members to sign up on homepage.
- KL – EOS page making sure up to date.
- DD – images of the committee/officers. DD to email committee regarding this.

DD, ES and VH to meet to discuss the website going forward. Lots of changes/updates need to be done.

CPD – good comments made around this. To be looked at later in the year.

Attracting committee members – better advertising on what the LOC does. Separate newsletter with information about the committee. Pre reg training/revision package to engage with pre reg/newly qualified.

- PB – there is a company that does CPD (out of the box optics) for newly qualified.

Q: MG – do we need new committee members at the moment? ES – we do have one performer and three contractor positions currently available.

- VH to put something on social media.
- SAP – worth explaining what the LOC committee is about – legalities. What being a member involves.

- RP – would a CPD event for newly qualified people be well attended? Would need to ensure enough people attend to make the event worthwhile.
- HM suggests getting out of the box optics to do a taster session. SAP suggests taking this to the next officers meeting.
- PB – Other LOC's have run mock OSCE courses – could be an option.

Officers to discuss which topics to concentrate on.

Ways to help practitioners - having 'things on your radar' on the homepage of website. Tab for locums on the website.

- PB – could ask practitioners 'what they feel they need from the LOC'. VH suggests this could be done on WhatsApp. ES – previously polls on WhatsApp have been popular.
- JB – could do a webinar Q&A session.
- MC – have info on who the ophthalmologists are in the area and what they specialise in on the website/WhatsApp.
- DD – can put info on who the resident ophthalmologist is on each WhatsApp group. DD to update this.

VH – delegating more tasks to committee members. Knowledge is lacking from some members – this may increase people's knowledge and enthusiasm in committee jobs.

- SAP – asks everyone to email the officers with their particular interests.
- JB – for each role could we create a job description for these roles to help members know what it entails. ES – we do have job descriptions for a variety of roles.
- MG – rather than job descriptions we could do with task descriptions.
- CR – rotating vice chair. Great idea to give members more of an insight into the committee.

24/43 Committee fees – Secretary

ES sent out document yesterday to committee members. Officers making recommendations – feel they are making these recommendations with much better knowledge of finances, budget and workload of members.

Chairman doesn't feel an uplift in honoraria is needed.

Vice Chair doesn't currently have an honorarium but does put in a set claim for certain amount of hours spent each month on LOC work. Good to have an honorarium for vice chair. Propose review of job description and review of honoraria for vice chair. Come back to committee in autumn on this.

Treasurer to have an uplift to cover extra work in PAYE.

Secretary role been agreed in January. New Secretary will go on to this. New secretary to review workload going forward.

Clinical lead – claim will continue at current rate of remuneration. Over next three months ES will submit paper to committee to review.

Recommendation for uplift in hourly rate for committee members – approx 4% uplift.

ES proposes the following:

- Chairman fee remains as now
- Vice Chair role and honorarium to be discussed at a later date,
- Treasurers fee goes up to £10,200 per annum.
- Hourly rate for committee members uplifted to £67.50.

HM seconds. All agreed, carried unanimously.

KK hourly rate – currently £27.50 per hour. Recommendation to uplift to £30 per hour.

ES proposes, PB seconds. All agreed, carried unanimously.

ES to work with new secretary around the paperwork for this.
DD to re-do claims template with new hourly fee – new rate from 1st July.

24/44 Vote Co-opted members – Secretary

There are 4 co-opted places available on the committee. SAP, VH, MC and MG would like to stand for these. ES proposes these four people to be co-opted, CR seconds. All agreed, carried unanimously.

24/45 Election of Officers -Chair/Secretary

Chairman, vice chair and treasurer would like to re-stand in relevant officer's roles: SAP as chairman, CR vice chairman and DD as treasurer. Vice chairman has suggested there to be a rotating vice chair – this will be looked at going forward.

ES proposes for all three to be re-elected as officers, MG seconded. All agreed. Carried unanimously.

ES standing down as Secretary. MC and VH have sent in election addresses for this role.

Election addresses previously sent out to the committee.

KK asks committee to vote via poll on zoom. Majority vote for VH.

All congratulate VH in the new role. ES suggests there may be a role for the Officers to discuss MC as Vice Secretary

For Review and Discussion if nec:

24/46 Minutes of last meeting – Chair

Sent out ahead of meeting. No amendments.

24/47 Action Log- Secretary

Needs analysis – discussed at away day. Change date to Feb 2025.

Standing items at top are now all up to date.

272 – remove

276 – remove

286 – remove

291 – close

292 – ongoing

298, 299, 300, 301, 302 & 303 – remove

304 – more info to be shared on newsletter and website

307 – remove

309 & 310 – remove

311 – KK to do with new Secretary

312, 313 & 314 – close and remove

315 – remove

316 – open

317 – close and remove

318 – outstanding - ES to discuss with SAP over summer

319 & 320 – on agenda. Dates discussed and agreed.

24/48 LOC Chairman's report NO UPDATE

No questions

24/49 LOC Secretary's handover report NO UPDATE

Three-month handover period between ES and VH. ES remains on honorarium for next three months. VH to get honorarium from 1st July.

24/50 LOC Treasurer's report

Written report sent out ahead of meeting. Quarterly reports going forwards. Away day will be in the next quarters report.

Total of over £150,000 in our accounts. Should only have a maximum of £85,000 in an account in case of bank collapsing. Could consider opening a separate account in another bank.

RP thinks good idea to split the money - very unlikely to ever happen but makes sense to split this.

DD did look at other bank accounts previously – DD to look into this again. Officers to discuss and agree on bank.

No questions

24/51 ICB updates – verbal only – Clinical Lead

All ICB's across England are in recovery. Cash flow is limiting activity. Huge drive to involve independent sector providers and primary care in recovery programme. ICB's trying not to spend money with new services in optometry. Huge push to reduce waiting lists.

MSE reviewing finances for 2025/26 – currently reviewing contracts.

MG and ES in SNEE meeting talking about new referral management services and pathways – new services commissioned delayed for a further year, now 2026.

Herts and WE are reviewing what they can commission. Desire for referral management service. No money currently.

Most ICBs have gone through huge re-organisations.

Biggest influence in commissioning over past 18 months from trusts.

Cardiovascular disease monitoring pilot - in the process of commissioning in Herts and WE.

24/52 CPD events update

Last CPD event had lots of people cancel/not turn up. Had over £100 of food waste.

CPD in October – IP peer review. Suggestion to continue advertising independent sector providers. Suggestion to run online IP event.

Q: MC – if you're not already an IP practitioner, could you still attend event? ES – Yes, as long as you have a mixture of IP and non-IP. Wouldn't be exclusive for IP practitioners.

BB suggests this may not be as inviting to DO's.

KL suggests timing this in with the CFA.

Officers previously discussed dates and suggest having this on the 9th October.

24/53 LEHN update – verbal

LEHN meetings are now regional. SP attended last meeting – felt there was too many people at the meeting. Essex has the best schemes. SP felt lots of talk at the meetings, nothing actually being done.

Pot of money allocated to Essex to run the LEHN. [REDACTED]

[REDACTED]. No LEHN solely for Essex currently.

LEHN incorporates social care and support in Essex – SP suggest including this information on the LOC website.

Q: MC – who would fund LOC if more practices go private? Could this pot of money put aside for the LEHN be used elsewhere? I.e. to fund the LOC? ES – No this wouldn't be possible as it is not "our" money.

SAP asked committee if we want to keep LEHN separate in Essex. -

Suggestion for RP and SP to continue attending meetings for the next few meetings and then review.

24/54 AOB - previously submitted questions by 02/07/2024 only

HM – new GOC requirement to do reflection exercise. This needs to be done with a peer. HM suggests the LOC support to facilitate this for the community - holding an event, getting a group of optoms/DO's together and they can get their reflection exercise done. SAP confirms this can be done online or over the phone. Suggestion to do via zoom and have break out rooms. MG suggests good opportunity to give a brief introduction and talk about what the LOC does before going into breakout rooms. HM happy to facilitate this. HM to put on WhatsApp groups to gage interest and on newsletter – email KK to register. Provisional date of 18th July. SAP happy to join zoom call to do the register. VH to do introduction before break out groups.

24/55 Date of next meeting – provisional 09/10/24 needs confirming with new Secretary!
16th October confirmed.

Meeting finished at 9.43pm

Signed electronically by
Sheila Purser Chairman 3/12/2024

SAPurser