



MINUTES of the LOC COMMITTEE MEETING

Held virtually on Wednesday 9th July at 6.30pm

Attendees

Emma Spofforth (ES)	Sheila Purser (SAP)	David Dixon (DD)
Maggie Glover (MG)	Vickie Hamilton-Barr (VH)	Reshma Patel (RP)
Pooja Bij (PB)	Chris Rushen (CR)	Sara Porter (SP)
Kiran Lal (KL)	Bhups Battu (BB) (7.30pm)	Hayley Moore (HM)
Jasraj Bhangra (JB) (6.40pm)	Katie Kingcott (KK)	
Nick Hagan (NH) (attended for the PES section of the committee meeting at 8.45pm)		

Observers: Mark Carhart, Chizo Anyanwu, Emily Searle, Stuart Humfrey (arrived 7pm) and Harriot Roots (arrived 7.30pm)

Minutes taken by KK

25/39 Welcome, apologies and conflicts of interest – Lead by David Dixon as Chairman to be elected later in meeting

Welcome from DD as remaining officer due to re-election of officers. Welcome to observers - Chizo Anyanwu, Emily Searle, Stuart Humfrey and Harriot Roots. Apologies from BB, JB and NH who are running late. Philip Bridgford unable to attend. DD running meeting until co-opts elected.

Business

25/40 Election of co-opted members

Co-opts up for re-election are SAP, ES, VH and MG. MC has chosen not to re stand as a co-opt and is currently attending as observer.

DD proposes to re-elect SAP, ES, VH and MG as co-opts, seconded by HM, all agreed.

25/41 Election of officers

All officers are up for re-election.

DD proposes SAP as Chairman, seconded by PB, all agreed.

DD proposes VH as Secretary, seconded by HM, all agreed.

MC not re-standing as vice-chairman. HM would like to stand as vice-chairman. DD proposes HM as vice chairman, seconded by KL, all agreed.

SAP proposes DD as treasurer, seconded by PB, all agreed.

SAP took over meeting as Chairman

SAP welcomes observers and introduces committee members.

25/42 Committee and Officer fees

Reviewed at officers meeting on 25th June. SAP, ES and DD felt current honoraria reflected their roles. VH kept track of workload over the last year and feels a small uplift is needed. VH proposes a small uplift for Secretary of £560 per year to take honorarium from £7,540 to £8,100. MC reviewed vice chair role over the last year, it was £300, MC felt more appropriate to reduce to £250.

Officers decided on a 3.6% uplift based on The Agenda for Change from NHS, for treasurer, chairman, clinical lead and administrator roles. MG thinks VH should get uplift as well as increase in honorarium to reflect inflation. HM and MC agree with this.

MG proposes for the secretary honorarium to be increased to £8100, seconded by PB, all agreed (DD abstained).

DD proposes vice chairman role to be reduced from £300 per month to £250 per month, seconded by PB seconded, all agreed (HM abstained)

MG proposes 3.6% uplift for chairman, vice chairman, secretary, treasurer, clinical lead and admin roles, seconded by PB, all agreed. (HM, SAP, ES, VH and DD abstained)

Committee fee's – reviewed every year, uplift every two years previously. Aim to review and uplift next July as there was an uplift last July.

CR assumes inflation would be for committee members as well. HM questions this as well. VH has reviewed against other LOC's and Essex LOC pay is at the top end. Some LOCs don't pay their members.

MG feels committee should have an uplift as members are very involved and do lots of work. SAP agrees this is true for some members, but not all members are able to give as much time as others.

HM feels our LOC is very proactive compared to other LOC's.

ES would like to hear from contractors as that is where the money is coming from.

KL feels if officers have an uplift based on inflation, then everyone else should.

Q: SP - confused as to where the extra money will be coming from, contractors are paying less levy but officers honoraria will be increased? DD - excess funds in the account, (£40,000) so the aim to reduce the levy is to reduce ringfenced funds.

Emily Searle agrees if it's an inflation it should be across the board, however doesn't know fully the different members roles.

SAP clarifies members get paid to attend meetings, write reports and any other work that is involved. When representing LOC on meetings, committee members will get paid. Members currently get paid £67.50 per hour.

Q: Stuart Humfrey – is there no money coming from enhanced services to fund this? SAP – no money is made from this. Break even at best as not for profit company.

ES states she would benefit most from the uplift in her clinical lead role. Need to be conscious about overclaiming from our contractors. There hasn't been an uplift in GOS fees. Number of meetings may drop from January onwards when ICB's merge. Some members do more work for the LOC than others. Suggests maybe looking at an honoraria for a vice clinical lead role who attends regular meetings. Mindful not everyone has the time to attend extra meetings and do extra work for the LOC.

MC suggests adding in constitution that committee members fee's will be reviewed every two years.

It was discussed whether to keep the committee hourly rate the same, or whether to increase hourly rate by 3.6%. DD proposes to leave hourly rate the same this year and review next year, seconded by MG, seven members in total voted to keep the hourly rate the same, 3 voted against and 1 committee member (PB) abstained.

Vote carried to keep hourly rate the same.

MG states VHB has been doing a great job stepping into the role of Secretary over the last year. HM agrees with this.

For review and discussion if appropriate

25/43 Minutes of last meeting agreed

No amendments. Proposed as true by MG, seconded by RP, all agreed. SAP to electronically sign and return to KK.

25/44 Action log (sent out prior to meeting)

SAP shares screen the action log.

Action 292 – ES update: Should read ‘stat levy’ not ‘domiciliary’. ES has done a review and sent report to officers. Since June 2021 there are two payments which haven’t been received. One of the payments has gone to Gloucestershire LOC. DD has agreed with Gloucestershire LOC to get these funds paid back. LOCSU has developed a system with PCSE where they will change the destination of the incorrectly allocated levy. We will work with them regarding this matter.

Other payments sound like they are from practices which have since changed. Practices aren’t updating GOS contracts team with changes to their practice, which is where the problems started. Once officers have looked at the report a decision will be made going forwards.

Action 304 – ongoing.

Action 331 – ongoing. Update DD – DD having problems trying to speak to someone. Someone was due to call back within 10 days, it’s now 11 days!

Action 336 – open. SAP to send follow up email.

Action 342 – complete, close.

Action 343 – closed, remove.

Action 344 – ongoing. Succession planning for treasurer. Having one to ones with DD monthly. DD asks if anyone interested? KL volunteers.

Action 345 – closed, remove.

Action 347 – closed, remove.

Action 348 – closed, remove.

Action 351 – ongoing. SAP still waiting for go ahead from hospital trust.

Action 352 – ongoing.

Action 352 – close, remove.

Action 353 – closed, remove.

Action 355 – closed, remove.

Action 356 – ongoing.

Action 357 – SAP still waiting for a response.

25/45 Chairman report & questions (sent out prior to the meeting)

No questions

25/46 Secretary report & questions (sent out prior to the meeting)

No questions

25/47 Treasurer report & questions (sent out prior to the meeting)

No questions

25/48 Clinical Lead report & questions (sent out prior to the meeting)

ES updates –

- MSE really complicated. PES will be having meetings with the trust with ES in attendance in LOC role. MSE ICB primary care commissioning committee are supportive of the LOC.

- New ICB operational from October.
- SNEE service spec for ISP – meeting this morning.
- Herts and West Essex ICB is looking at possibly commissioning a post children's vision screening pathway. This is under review currently.
- NE Essex has really long wait for paed's appointments.

How are services going to be commissioned going forward – 10 year plan. Plan is to take money out of hospitals and put into community settings. Want to have neighborhood 'teams' – more local commissioning. The problem is the trusts don't know how to commission these services. Mid and South Essex have a GP provider collaborative that may take on the commissioning.

Need to have better understanding of what services and options we have going forward.

ES would like to have a deputy clinical lead to work with.

Q: RP – when would this role be required? ES – just something been thinking about, not taken to the officers yet.

25/49 LEHN report & questions (sent out prior to the meeting)

No questions

25/50 CPD

SAP – at the AGM the LOC was very underrepresented by committee members on the night.

Next year committee members urged to attend. SAP to organise badges for the committee.

Q: RP - have we have had any feedback from attendees of CPD/AGM? SAP – feedback received was very positive, no negatives.

VH – idea to send out feedback questionnaire to attendees going forward.

VH looking at different venues for future LOC events.

Autumn CPD event - James Myercough will be doing a talk "*Cataract operation updates*". Sometime in September, date to be confirmed. HM suggests asking Alex Baneke to do CPD presentation.

ES – Alex Baneke runs CPD sessions at SPH. We organise the CPD for this and advertise the events. We do currently have two other ophthalmologists wanting to do talks. Haven't had DO related CPD in a long while. Suggest this for autumn event. SAP to speak to ABDO regarding DO CPD sessions.

Q: PB – do we have anything for CLO's? ES - suggest doing CLO and DO together.

DD recently attended a presentation on dry AMD treatment which was very good.

MECS OSCE update – have 15 practitioners interested. Looking at end of Sep/early Oct. HM and NH to organise. SAP to speak to HM and NH regarding this.

25/51 Strategy Day in November

VH - previous 'away day' last summer.

Looking to hold strategy day in November. Agenda will include needs analysis, succession planning and team building. Idea to send out questionnaire beforehand to contractors to make sure their expectations on the LOC are met and discuss this at strategy day. Poll will be put forward to organise a date. RP states having an agenda worked really well last year. Any ideas for the strategy day send to VH.

25/52 AOB

None

25/53 Next committee meeting

October 15th

Proposed dates for next year **January 28th, April 8th, AGM June 17th, July 15th, October 21st**

SAP thanks observers for attending.
Meeting finished at 8.45pm.

Signed *Sheila Purser*
Chairman 26.10.2025