

Minutes of LOC meeting Tuesday 14th January 2020 at St Aldate Chambers

Present: Sue Arnold, Alvaro Borges, Amy Clarke, Clare Griffin, Nigel Harris, Kerry Irvine, Ian Shapcott, Adrian Street, Ankur Trivedi.

1. Apologies

No apologies had been received.

2. Declarations of conflicts of interest

There were no new declarations of conflicts of interest.

3. Minutes of last meeting

The minutes of the last committee meeting were approved.

4. Matters Arising and Action Points

Clare suggested Adrian send a County wide e-mail asking if everyone on the list wished to continue and also to ask if anyone was aware of colleagues not receiving e-mails. Adrian would also chase NHSE for County practice information. ⁱ

Adrian would re-organise Glos LOC Dropbox, archive items and set up new folders ⁱⁱ and Ian would send out invitations so that all Committee members would have access. ⁱⁱⁱ

Ian reported that FourteenFish web designers were very expensive, around £2k per year, the free software they provided was more of a discussion board. It was agreed for Ian to contact the existing designer and get quotes for a web-update and ongoing costs. ^{iv} Kerry mentioned that Eventbrite had been used for CET bookings so this service would not be required on the web-site.

Ankur reported that the e-mail footer for County Wide communications was in progress.

Alvaro reported that foreign body removal training was to be organised but he had not heard back from Quresh.

Nigel reported on an introductory meeting with TWNS and felt it was an opportunity to develop links locally. The PCN directors meet monthly and were keen on communication by e-mail. It was very early days for the PCNs and it was not clear what County wide funding might be available.

Alvaro stated that is MECS was to be launched it would be important to communicate with GPs to prevent a flood of people into practices. Nigel felt the next step was to contact other ILPs/PCNs and try to get access to a larger PCN meeting.

Nigel would develop a County wide communication to ask practitioners for their help ^v, Kerry felt it was necessary to be pro-active and contact the PCNs.

Kerry reported that the venues had been booked for the revalidation events for Repeat Readings and ECF.

Ankur reported on a meeting with Andy regarding false positive glaucoma referrals, though no detail of outliers had been provided, it seemed field plots were not always attached and several were from Worcestershire practitioners. It was confirmed that Worcestershire practitioners could register with the Gloucestershire schemes.

Kerry agreed to send out a 'save the date' e-mail for the revalidation events and include a request for redacted details of any false positive referrals. ^{vi}

Alvaro suggested that while there was not much chance of Optomanager being updated to improve referrals, using the 'Comments' section could be a helpful work around and this should be communicated at the events. It was also agreed it may be necessary to have a 'mop up' meeting for practitioners that couldn't make either event.

5. Treasurer's Report

COMMITTEE	£60779.81
LOCSU	-
VOLUNTARY	£6612.70
CET	£-2516.08

Sue noted that it would be necessary to amend the split of the CET and Committee fund at the next AGM and that a decision on the amount of the levy would need to be made at the March meeting.

Sue reported that it would helpful to change the bank account to one that would allow BACS payments. Sue would add Adrian to the list of signatories so that he could discuss the options with Lloyds. ^{vii} Amy would try and get details of the account Worcestershire LOC used. ^{viii}

6. PES Update

Ankur reported that he had met with Newmedica to discuss virtual clinics which they were keen to develop. He had also met with Zoe as there was some concern that the MECS scheme may be forced through with unfavourable conditions which would potentially cause a drop-out of practitioners which could disrupt the existing Flashes and Floaters scheme.

Kerry noted that while the CPG liked the idea of the MECS scheme she couldn't see how the issue preventing commissioning could be resolved. It wasn't possible to withdraw from certain sections of the contract without the risk of losing other services.

Alvaro stated that the CCG would make the final decision and the CPG were concerned about activity levels though data was available from other areas that would provide some indication of the number of people likely to be seen.

Ankur stated that PES/LOC would not accept a lower fee and Kerry suggested asking outright how much the CCG were prepared to pay and would there be any cap on activity. Adrian asked if PES or LOCSU could help?

Ankur would contact the CCG again ^{ix}, Kerry had some data that was probably out of date so Alvaro would contact Amar for help with up to date data (Ankur suggested that Lewisham had some good reports) ^x that could be shared with the CPG.

Kerry noted that it would be difficult to prove the effectiveness of a scheme in terms of the savings to A&E and Ankur thought that building up and using PCN contacts may put pressure on the CCG.

7. Expenses Policy

The revised expenses policy (Appendix A) was approved and it was agreed that meeting fees would be paid automatically at the AGM as before and all other work needed to be claimed regularly.

8. Administration

It was noted that some of this had been covered in Matters Arising and Action Points but it was agreed to use Dropbox to store and share documents and information and Adrian requested that Committee members contact him with any updates for the County Information Database (practitioners moving to or leaving the area, ILP & PCN member contact details etc) and he would keep it up to date to avoid duplication ^{xi}

9. Any Other Business

It was agreed that the timing of the meeting was better and that food was a good idea, thought perhaps something cheaper next time, the pizzas were more expensive than anticipated. It was pointed out that there were no other venue costs for meetings as The Norville Group kindly provided the meeting room without charge.

The eyecare for the homeless project was discussed, Sue reported that the last communication from Steve at GETT was positive, Alvaro stated he was waiting for confirmation of the contract from NHSE before formally approaching GETT for support. Ankur felt it would need to be made clear who owned any equipment that might be provided, it was agreed that this should be the LOC. Sue offered to help with the organisation.

Ankur reported that the Trust had cleared a lot of the glaucoma follow-up backlog but were keen to increase the number of patients on the community OHT service. Andy was keen on the idea of a visiting Optometrist using rooms at more remote practices to provide the service.

Alvaro reported that Newmedica were providing a virtual clinic for glaucoma and he felt this was something they were keen to expand. Ankur felt a barrier would be the specific requirement for a Humphrey field screener. Ankur also mentioned that PES were investigating a virtual clinic with Optometrists moving to the higher glaucoma qualification.

Ankur felt the PES model would be preferable and would obtain more information to potentially present to the CCG. ^{xii} Alvaro would contact some of the more remote practices to see if a visiting Optometrist providing an OHT service would be viable. ^{xiii}

Alvaro reported on a demonstration of Synapses software that was used by dermatology. It may be possible to use a similar system for advice and guidance for example with an OCT scan or retinal photograph. The main barrier is the requirement for the patient's NHS number but otherwise Ankur and Alvaro felt it was a good system and should be investigated further. It was noted that it should be free for Optometrists to use but it would not be possible to claim any sort of enhanced service fee.

Alvaro was planning a meeting with Tetbury Hospital to discuss cataract post-operative check-ups as activity had increased there.

Amy agreed to take in the role of vice-chair of the committee and was congratulated on her appointment.

Adrian had received an e-mail from The ADP Consultancy regarding a CET event regarding Extended Depth of Field. It was agreed this was too specialist a subject, Adrian would reply to say there was no interest at this time.^{xiv}

Sue reported that she had received an offer of sponsorship for CET events and would follow-up to see if there was an interest in the Glaucoma Reaccreditation events.^{xv}

10. Date of Next Meeting

Tuesday 10th March 2020

It was also agreed a meeting before the AGM might be necessary and Tuesday 12th May was provisionally booked.

Action Points

i	County wide e-mail to update contact list and chase NHSE for practice information	Adrian
ii	Update Dropbox folders	Adrian
iii	Dropbox invitations	Ian
iv	Quote from existing web-designer	Ian
v	County wide 'call to action' re PCNs	Nigel
vi	'Save the date' for revalidation events e-mail	Kerry
vii	Add Adrian to bank signatories	Sue
viii	Worcestershire LOC bank details	Amy
ix	Contact CCG re MECS update	Ankur
x	Contact Amar for help with MECS data	Alvaro
xi	Send Community Information Database changes to Adrian	All
xii	Information on PES virtual clinic model	Ankur
xiii	Contact more remote practice re visiting Optom providing OHT service	Alvaro
xiv	E-mail to ADP consultancy	Adrian
xv	Follow up possible event sponsorship	Sue

Gloucestershire LOC Expenses Policy

While it is accepted that part of the role of LOC Officers and Committee Members is voluntary, the workload of the LOC has increased significantly over the years and it has to be recognised that it is necessary to reimburse people for not only time out of Practice but also for the very important administration that is required for the continued effective running of the Committee on behalf of Community Optical Practices in Gloucestershire.

Officers, Committee Members and anyone co-opted for a specific task will be reimbursed at the following rates;

Full Day	£350.00
Half Day	£250.00
Committee Meeting	£45.00
Other meetings or administration	£45.00/hour

Travelling, accommodation, sustenance and other out of pocket expenses may be claimed when they are incurred on LOC business.

However, travelling short distances will be covered by the fees above. If it is necessary to travel more than 30 miles then mileage will be paid at the HMRC approved rate, currently 45p per mile.

LOC Meeting fees will be paid once a year at the AGM. The claim form at Appendix 1 must be completed for all other expenses and submitted to the Treasurer on the last day of every month.

