

## Minutes of LOC meeting Tuesday 12<sup>th</sup> January 2021 via Zoom

Present: Fawn Bennett, Alvaro Borges, Amy Clarke, Nigel Harris, Eshmael Palmer, Ian Shapcott, Adrian Street, Ankur Trivedi

### 1. Apologies

Apologies had been received from Clare Griffin, Kerry Irvine & Sid Maher

### 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 meeting were approved

### 4. Matters Arising and Action Points

#### *Action Points from last meeting*

i	Link for AGM recording to Ian	Adrian
ii	Approve & distribute updated YAG form	Eshmael/Tony/Alvaro
iii	CET from Eye Casualty staff	Eshmael/Kerry
iv	Forward GCare reviews	Alvaro
v	Editable Wet AMD referral	Ankur
vi	Social Media brief/reposting guidelines	All/Sid
vii	Tab on web-site for external CET information	Ian
viii	Forward LOCSU e-mail with NOC links	Alvaro
ix	Send notes from NOC sessions to Adrian	NOC attendees
x	Worcs Low Vision letter & figures	Sid

- i. Ian had not received the link, Adrian would check and resend <sup>i</sup>
- ii. YAG referral completed and added to web-site. Alvaro had received a query asking if this was a new Enhanced Service, he would clarify that this was not the case. <sup>ii</sup>
- iii. Eshmael had not heard from Kerry, Alvaro would share contact details. <sup>iii</sup> Eshmael also reported that the hours the Eye Casualty 'phone line was open were to be extended during lockdown, he would confirm the increase. <sup>iv</sup>
- iv. Completed
- v. Ankur thought an editable Wet AMD referral form had possibly been developed already in the Trust? Eshmael would check. <sup>v</sup>
- vi. Postponed until the next meeting as Sid had had to send his apologies.
- vii. Completed
- viii. Completed
- ix. Completed
- x. Postponed until the next meeting as Sid had had to send his apologies.

Adrian apologised for the delay in the minutes and would distribute the Action Points within 48 hours of future meetings.

## 5. Treasurers Report

Accounts summary as at 12/01/2021:

Treasurers Account Balance	£ 72295.66
Business Account Balance	£729.59

- Outgoing expenses and NHS England credits up to date
- Online payment for LOCSU levy set up – next payment due in Feb 2021 for Oct – Dec 20 quarter, account credited 1 month in arrears hence paid month after
- Will continue to pay quarterly due to drip feed of NHS England payments with practices still mixing eGOS and paper, paid at different times in month
- Query sent to LOCSU regarding uncashed cheques from previous years on LOC account that has been historically carried forward, awaiting reply from LOCSU team
- Agreed as Committee to pay reasonable expenses for time on project work delivered by co-opted members Fawn, Eshmael and Sid if required
- Alvaro / Adrian agreed to counter-authorise reasonable expenses by Nigel as Treasurer, as responsible for processing own payment
- Investigating an additional signature for online transactions added – to set up Adrian as Secretary as per previous cheque second signatory for transparency

In summary – stable balance that has kept pace with expenditure despite loss of activity during COVID especially in April to August 2020. Risk is we enter another period of extended lockdown with subsequent loss of NHS revenue. However, as optical practices are in Amber phase and currently remain open, this is likely to be of low impact and outgoings remain limited to Committee expenses and LOCSU levy which is still paid as % of total, rather than fixed amount, which mitigates potential shortfall.

## 6. PES Update

Ankur reported that e-mails had been sent to practices with instructions to update details on Opera, communication with practitioners would follow soon. There had been some issues with duplicated e-mails, Adrian had used the link on the first one received and would confirm that the update had been accepted.<sup>vi</sup>

Ian asked if practices that had not already registered for Opera should be included, Ankur suggested that any such practice should make contact to ensure their interest was registered as soon as possible.

Ankur would also be contacting secondary providers regarding communicating via Opera, the post-op cataract module was due to go live in the next week and letter and fax communication to practices would not be continuing.

Ankur also note that the Children's scheme would be the last to transfer but the school screening had been suspended due to the current lockdown.

Ankur agreed to contact Kerry at the CCG to try to clarify the position regarding whether Spa Medica would be included on Opera, there was some confusion and Ankur was not keen on the idea of a possible separate accreditation and payment scheme for one provider.<sup>vii</sup>

Nigel asked if any help for Opera would be available locally, Ankur stated he had had very few questions and that the Help section on Opera was very helpful and sending any queries via the 'Blue Bubble' was also very effective.

#### 7. Covid-19 Vaccine Roll-out

Alvaro would be clarifying various points including practitioners living outside Gloucestershire but working within the county and if there was a better option for locums other than contacting one of the practices they work at to be included <sup>viii</sup>

Adrian asked if there was any idea when the rest of the practice staff who were not high risk would be able to book appointments. Alvaro was expecting confirmation but would chase the organisers if nothing had been received by the end of next week. <sup>viii</sup>

Nigel wondered if all practices now had valid NHS e-mail addresses and if the NHSE contact database was up to date. Ankur felt that Alvaro's County Wide e-mails should make contractors ensure their contact details were up to date.

It was also confirmed that Lateral Flow tests were being received and used.

#### 8. Low Vision Pathway Update

A scheduled meeting with the CCG regarding a possible low vision pathway had been postponed due to the Covid-19 but Alvaro reported that the suggestion was for an initial assessment expected to take 45 minutes to an hour with a fee of £100 with a follow up appointment 2 to 4 weeks later for a lower fee. The funding of any Low Vision Aids was still to be considered.

Ankur asked if anyone knew how much the CCG paid the Trust for a similar assessment. Eshmael didn't know but would try to find out. <sup>ix</sup> Ankur felt that any community fee would need to be lower than the tariff paid to the Trust.

There was a model pathway on the LOCSU site which indicated any scheme could be Optom or DO led but the number of potential patients was uncertain. Adrian and Fawn felt the volume could be higher than anticipated as they felt a lot of low vision patients were falling through the net and a promoted pathway with possible referrals from GPs, Social Care and the wider community could result in a high take up of the service.

#### 9. Social Media/Reporting Guidelines

This item was postponed as Sid was unable to attend but Alvaro would check with Sid if Sid was planning to produce a Social Media brief. <sup>x</sup>

It was also agreed the co-opted Committee members could be remunerated for any work carried out on behalf of the Committee in line with the Expenses Policy as a similar arrangement had been used previously when John Everett had produced a report on the monitoring of patients taking hydroxychloroquine.

#### 10. Any Other Business

Adrian had received a link regarding [Dynamic Purchasing System \(DPS\) for Electronic Eyecare Referral Systems \(EeRS\)](#) and wondered if this would have an impact on the Community Ophthalmic

Link that had been discussed at previous meetings. Alvaro understood this proposal would be much wider than the local link and was aware that a large amount of money was available but the timescale was very short. Ankur noted that Opera would be an obvious option, though the system probably wouldn't be able to cover everything required.

Fawn mentioned that Wales were developing 'Open Eyes' which sounded similar, Amy added that Open Eyes was being considered in Worcestershire as well.

Andy McNaught had reported that he was happy for Community Optometrists to continue with any referrals had also warned there were likely to be delays. Amy noted that in Worcestershire no routine patients were being seen at the hospital. Alvaro felt it was not necessary to notify Community Practitioners, Nigel felt it was up to the Trust to keep people updated which was agreed. It was also noted that other secondary providers seemed keen to receive any referrals.

There had been an update from the CPG on Gloucestershire cataract surgeries compared with the Eye Health Benchmark, the county was 15% over the average and there had been a 50% increase in surgeries over the last 3 years and it was felt there maybe some changes to the system in the future.

Adrian asked what to do with the LOC PPE stock which was being stored in the Norville practice in Gloucester. He would check the quantities and use by dates before any decision was made. <sup>xi</sup>

Nigel asked for any outstanding expenses claims to be forwarded to him ASAP. <sup>xii</sup>

Ian asked about changes to the web-site that would be required when Opera became the only provider for local schemes. Ankur hoped a link to Opera would be all that was required but noted that various letters would need to be reviewed, any references to Optomanager reviewed, the different logos added and other secondary providers details added. Fawn agreed to check the various documents and mark any possible amendments. <sup>xiii</sup>

Ian and Ankur would arrange for access to Dropbox <sup>xiv</sup> and Alvaro would try and organise a Zoom session to help people use Dropbox more effectively. <sup>xv</sup>

## 11. Date of Next Meeting

Tuesday 16<sup>th</sup> Feb 7:00pm

## Action Points

i	Send link to AGM recording to Ian	Adrian
ii	Clarify YAG referral is not a new Enhanced Service	Alvaro
iii	Share Kerry's contact details with Eshmael re CET	Alvaro
iv	Confirm extended Eye Casualty hours during lockdown	Eshmael
v	Check if editable Wet AMD referral was available in the Trust	Eshmael
vi	Confirm Opera update complete	Adrian
vii	Clarify Opera situation regarding Spamedica	Ankur
viii	Answer queries regarding vaccination & chase general booking dates	Alvaro
ix	Value of tariff for Low Vision Assessment at Trust	Eshmael
x	Check with Sid regarding SM brief	Alvaro
xi	Check PPE stock	Adrian
xii	Expenses claims to Nigel	All
xiii	Check current Patient Information & identify possible updates	Fawn
xiv	Fawn & Sid Dropbox access	Ian/Ankur
xv	Dropbox lesson	Ian/Ankur

## Suggested 2021 LOC meeting dates

16 <sup>th</sup> February
16 <sup>th</sup> March
20 <sup>th</sup> April
18 <sup>th</sup> May - AGM
15 <sup>th</sup> June
13 <sup>th</sup> July
10 <sup>th</sup> August
14 <sup>th</sup> September
12 <sup>th</sup> October
16 <sup>th</sup> November
14 <sup>th</sup> December