

Minutes of LOC meeting Tuesday 22nd November 2022 – via Zoom

Present: Matt Bellamy, Alvaro Borges, Amy Clarke, Nigel Harris, Dave Jeavons, Carole Jenkin, Sid Maher, Ian Shapcott, Adrian Street & Ankur Trivedi.
Riz Choonara - attending his first committee meeting

Guests: Mary Hutton (CEO) and Becky Willmoth from Gloucestershire ICB

1. ICB Presentation

Alvaro welcomed Mary, Becky and Riz to the meeting, the ICB presentation slides are at Appendix 1.

Alvaro thanked Mary for recognition of the contribution of Optometry Community Practices to Gloucestershire healthcare and Mary welcomed any further feedback from the Committee.

Riz noted that communication with private ophthalmology partners was much better than with the Trust, Alvaro asked if the ICB could share the name of the Eyecare Lead and also if there was any clarity on what would happen when the management of GOS was handed over to the ICB.

It was also noted that CUES provided an excellent example of what Optometry can contribute to Primary Care and should be included on the ICB slides alongside GPs and pharmacies and that the LOC support any addressing of health inequalities e.g. VCHP and Low Vision project.

Mary responded that the impact of the NHSE reorganisation was going to impact healthcare locally and that a person needed to be identified to work with the LOC. Mary also stated there would be more opportunities to contribute in 2023 and that Helen Goody is currently acting as the Primary Care Lead. Mary would ask Helen to make contact with Alvaro.ⁱ

Nigel suggested the Committee would provide any further feedback after the slides had been considered and possible further discussions.ⁱⁱ

2. Apologies

There were no apologies

3. Declarations of conflicts of interest

There were no new declarations of conflicts of interest

4. Minutes of last meeting

The minutes of the last committee meeting were approved with the correction of an error in item 8.

5. Matters Arising and Action Points

Action Points from last meeting

i.	Low Vision funding MOU	Ongoing
ii	Central Optical Fund membership	Alvaro/Nigel
iii	Review Worcs referral guide for Glos	Ongoing
iv	Example referral guides	Completed
v	ICS invoice for Higher Qualifications	Completed
vi	Share Glos PES quarterly report to ICS	Ongoing
vii	Possibly invite Peter Greedy to next meeting	Completed
viii	Invite Harps to next meeting	Completed
ix	Practice Posters update	Ongoing
x	Web-site update	Completed
xi	Cloud integration and administration	Completed
xii	CPD application process	Ongoing
xiii	CPD event suggestions	Ongoing
xiv	Wet AMD referral system	Ongoing

- i. Ankur reported that it had been agreed that PES would hold the funds for the Low Vision Project and that the MOU was to be finalised and shared with providers. ⁱⁱⁱ
- ii. Nigel confirmed that the LOC were now members of the Central Optical Fund but no practices in Gloucestershire were currently making any contributions to the fund. It was agreed that COF was not offering much evidence of any positive work and that it might be a good idea for the fund to provide more information for Contractors at the AGM.
- iii. Amy had started revising the referral guide but it was a big project so ongoing and Amy would circulate the document when complete. It was agreed the key elements were symptoms, possible conditions and then recommended referral route and urgency.
- iv. Completed – the Oxfordshire guide was very similar to Worcestershire’s.
- v. Covered in Item 6.
- vi. Ongoing. ^v
- vii. Covered in Item 7.
- viii. Harps had been sent an open invitation.
- ix. Sid requested updates from Committee members who had taken posters and he would collate the information for the next meeting. ^{vi}
- x. Completed
- xi. Covered in Item 9.
- xii. A meeting had been arranged in January.
- xiii. Matt was in discussions with various CPD providers including Stuart and Peter. Alvaro noted that Dorset had developed a CPD Study Day and would share the agenda for consideration at the next meeting. Matt thought Stuart could provide something similar. ^{vii}
- xiv. Ankur had sent the agreed suggested amendments to the referral letter and was awaiting a response. ^{viii}

6. Treasurer’s Report

Nigel reported that Committee funds were stable, see Appendix 2 for details.

Nigel went on to explain the funds for higher qualifications could not be paid into the LOC account for the usual reason that the LOC was not a legal entity, which was always going to be a problem. It was not appropriate for PES to hold the funds as the money was not service related.

Funding for the individual directly on application seemed to be the only solution, the upside being this would potentially mean less work for Committee members and Alvaro had met with NHSE and offered to provide details of the relevant practitioners to facilitate direct transfers.

Amy noted that in Worcestershire funds were received directly from the LEHN without any issues.

7. Chair's Update

Alvaro stated that the ICB felt it was difficult to justify a lot of practices taking part in the Low Vision Service as it was reported that the hospital clinics at Gloucester, Cheltenham and Stroud were managing well which was a change since the start of the scheme development. It was difficult to get any information on the length of waiting lists but it was agreed to try and concentrate on practices in the Cotswolds and Forest of Dean along with a domiciliary service to try to help reduce health inequalities. Riz would make contact with the Gloucester Specsavers home visiting franchise to see if they would be prepared to be involved.^{ix}

As noted earlier, PES would be holding the funds and providers would use the Opera Low Vision Module to claim for each episode.

Alvaro updated on the Community Ophthalmic Link, 83% of practices were now taking part and the issue of downloading software had been resolved by setting up web-based access. See Appendix 3 for some data.

There was a plan to develop the system further to include GP letters and diabetic screening results and then update to allow better data on the outcomes following practitioner use of the link.

Scott had offered to provide an instruction video or webinar to support practitioners, it was agreed a recorded webinar would be better to allow for questions. Alvaro would contact Scott to arrange^x

Peter Greedy had approached Alvaro and requested to be put forward for the LOCSU Leadership module and as this was meant for committee members Peter was keen to join. Alvaro would send Peter an invite for the next meeting.^{xi}

It was agreed the LOC would re-imburse Ankur for expenses related to the Leadership Module.

At the latest CPG meeting Andy McNaught had announced he would be stepping down and being replaced by Emily Fletcher. It was suggested to possibly invite Emily to a committee meeting and/or the AGM and Alvaro would make contact with Emily.^{xii}

8. PES Update

Ankur and Alvaro had met with the new CEO at Tetbury Hospital which went very well and would hopefully improve their use of Opera. There was also the possibility of a presentation for practitioners in the New Year.

At the quarterly review with the ICB it had been noted that CUES activity had increased and there was more discussion around Patient Initiated Follow Up for cataract surgery. Ankur had pointed out how well the current system was working but was aware that the ICB were concerned about funding especially around cataract surgeries.

Riz asked if there was any data available to show how much is saved by CUES, Ankur replied that information could be obtained from PES if required.

It had been noted that some of the problem was due to national NHSE guidance to the ICBs that was stopping any new commissioning of both private ophthalmology providers and post operative schemes, in future post cataract would rely on GOS1 and PIFU.

9. IT solution for the LOC

See Appendix 4 for Ian's comparison of Microsoft and Google products, Ian also noted that the Microsoft product was better from a GDPR perspective.

Alvaro asked if shared mailboxes would be possible, Ian responded that individual accounts would be needed to access documents but these could be position based e.g. chair@ to help with succession planning.

It was agreed to proceed with 365 Business Basic and Ian would sign up for a one month free trial to assess further. ^{xiii}

10. Any Other Business

Ankur reported that Dermot Keogh was planning a social event to contribute to the collaborative working in the County since Covid. It was agreed the LOC could not directly support the event but that invitations could be shared using the various Social Media accounts.

Ian mentioned that he and Sid would be available to take photos of committee members at the December meeting for the website.

Riz asked if there was any update on foreign body removal training, Ankur would try and set up something early in 2023, possibly combined with Glaucoma OSCEs. Riz offered to help with the organisation.

Alvaro asked for any ideas for CPD events to be sent to Matt. ^{xiv}

Ankur would add Riz to the committee WhatsApp group. ^{xv}

11. Date of Next Meeting

Tues 13th December 2022 – 6:00pm

Kibou, Cheltenham

2023 Meeting Dates

17/01/2023 - Virtual

21/02/2023 - Virtual

21/03/2023 - F2F

18/04/2023 - Virtual

16/05/2023 - Virtual

13/06/2023 - AGM F2F

18/07/2022 - Virtual

Action Points

i.	Contact with Helen Goody	Alvaro
ii	ICB Feedback	All
iii	Low Vision MOU	Ankur
iv	Referral Guide	Amy
v	Share Glos PES quarterly report to ICS	Ankur
vi	Practice poster information	All/Sid
vii	CPD Update	Alvaro/Matt
viii	Wet AMD referral	Ankur
ix	Specsavers home visiting re low vision	Riz
x	COL webinar	Alvaro
xi	Meeting invite to Peter Greedy	Alvaro
xii	Contact Emily Fletcher	Alvaro
xiii	Sign up for 365 Business Basic on month trial	Ian
xiv	CPD event ideas to Matt	All
xv	Add Riz to committee WhatsApp group	Ankur

Treasurers Account			
Year 2022-2023		Year 2022-2023	
INCOME	Item	INCOME	
	Opening Balance at 01/04/22	£ 84,578.29	
	Voluntary Levy Payments	£ -	
	Statutory Levy	£ 21,905.24	
	Bank interest and Refunds	£ -	
	TOTAL INCOME		£ 21,905.24
EXPENDITURE		EXPENDITURE	
	Chairperson's Time Expended	£ 5,448.00	
	Secretary's Time Expended	£ 1,402.50	
	Treasurer's Time Expended	£ 1,017.30	
	Attendance Allowances Committee	£ 6,705.00	
	Attendance allowances External	£ -	
	Committee Expenses	£ 2,348.55	
	Room Hire	£ 1,693.25	
	LOC Clinical Lectures Support	£ -	
	Website costs	£ 227.25	
	Central Fund Donation	£ 1.00	
	Voluntary Levy	£ -	
	LOCSU Payments	£ 2,525.40	
	Other costs	£ -	
	Benevolent Fund Donation	£ 6,613.30	
	TOTAL EXPENDITURE		£ 27,981.55
	INCOME SURPLUS/ (DEFICIT)		-£6,076.31
	Total		£ 78,501.98
	BANK STATEMENT AT 31/03/23		

County & City of Gloucester Optical Comm



Your accounts ▾

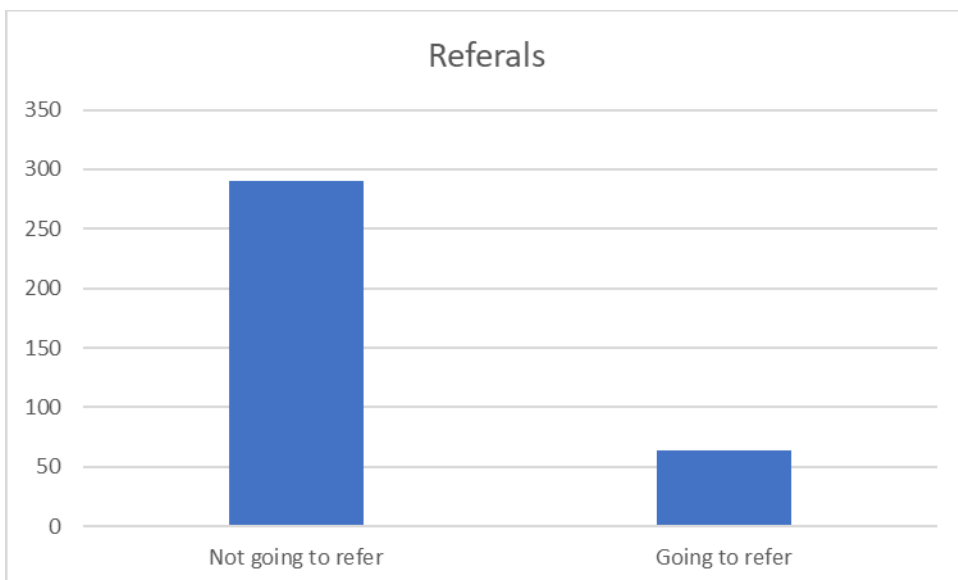
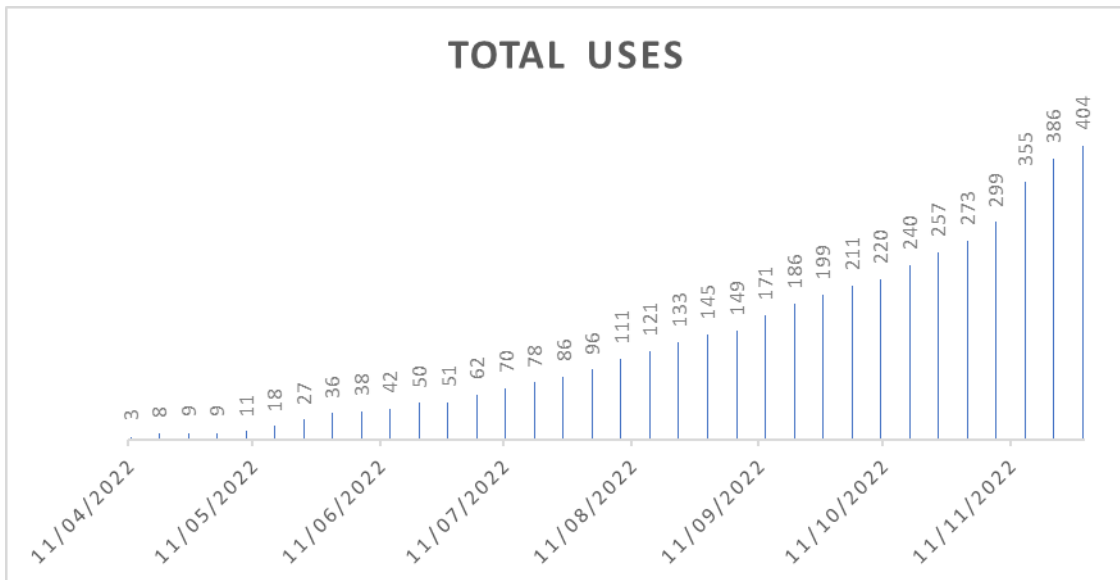
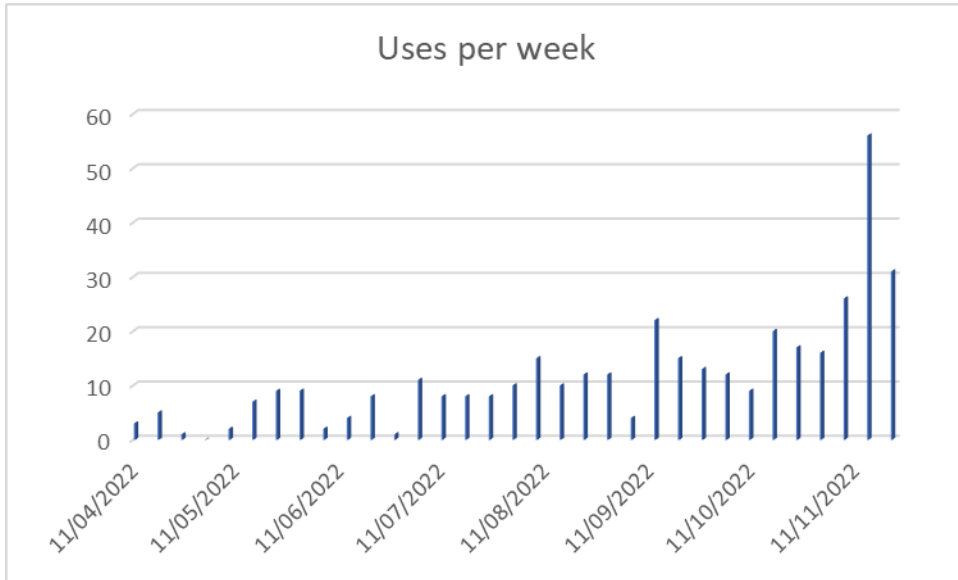
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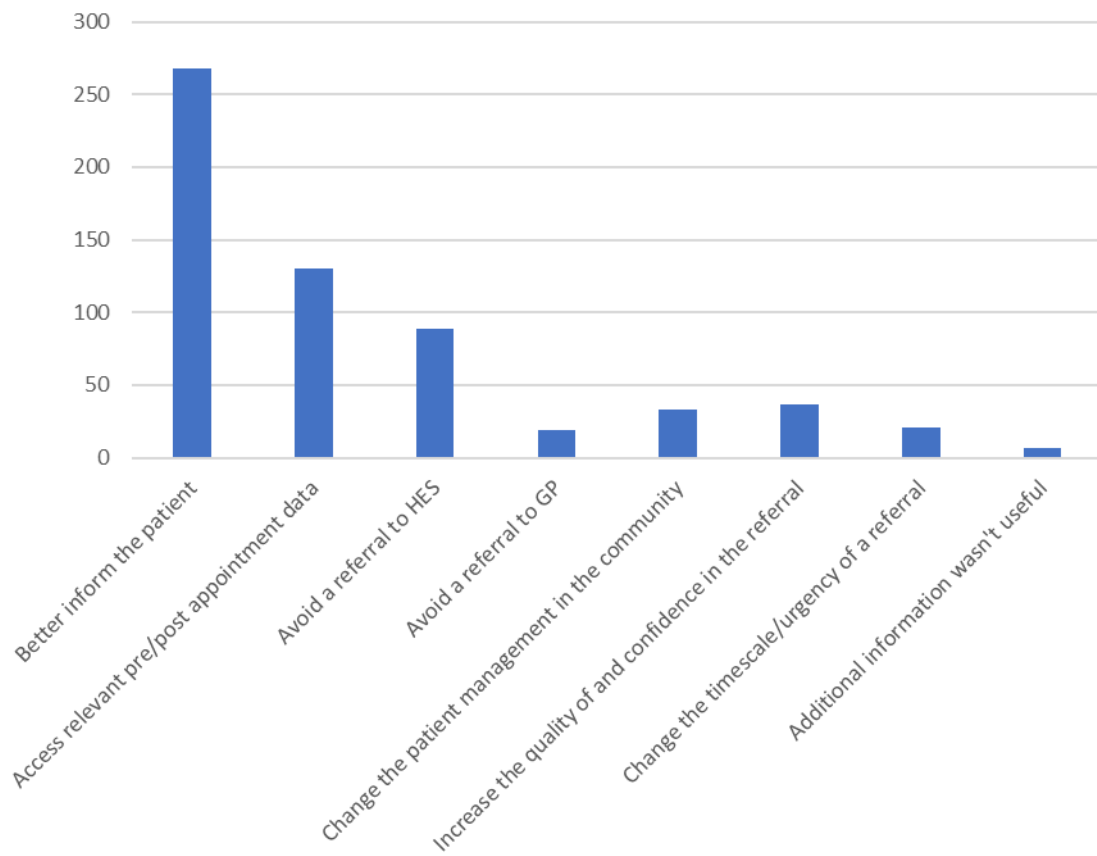
TREASURERS ACCOUNT 30-95-72 02256279
COUNTY & CITY OF GLOS OPTICAL COMM

£ 78,501.98 Current balance

£78,501.98 Available funds ?



Feedback answers



GOOGLE WORKSPACE V MS 365

	Annual Cost: (Assuming 12 users) inc VAT
Google Workspace Business Starter 100 participant video; No meeting recording facility ; 30GB per user but no shared Drive facility ; Shared Calendar; Google Apps (online only)	£ 794.88
Google Workspace Business Standard 150 participant video with meeting recording facility; 2TB per user; Shared Drive facility; Shared Calendar; Google Apps (online only)	£ 1589.76
365 Business Basic 300 participant video with meeting recording facility; 1TB per user; Shared Drive facility; Shared Calendar; MS Apps (online only)	£ 777.60
365 Business Standard 300 participant video with meeting recording facility; Webinar hosting facility ; 1TB per user; Shared Drive facility; Shared Calendar; MS Apps (online and desktop)	£ 1624.32