

Minutes of LOC meeting Tuesday 13th December 2022 – Kibou, Cheltenham

Present: Matt Bellamy, Alvaro Borges, Amy Clarke, Peter Greedy, Nigel Harris, Carole Jenkin, Sid Maher, Ian Shapcott & Ankur Trivedi

Welcome

Alvaro welcomed Peter Greedy to his first meeting. Peter is a Gloucestershire-based locum optometrist, accredited leadership coach and Chair of Gloucester's VCHP branch.

Apologies

Apologies were received from Riz Choonara, Dave Jeavons and Adrian Street

Declarations of conflicts of interest

There were no new declarations of conflicts of interest

Minutes of last meeting

The minutes of the last committee meeting were approved.

Matters Arising and Action Points

Action Points from last meeting

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

- i Alvaro has had no contact with Helen Goodey, the Director of Primary Care for the ICB. LOCSU have provided templates to assist engagement with the ICS which he will upload to Dropbox/Sharepoint as a precursor to preparing an introductory letter to her from the LOCⁱ.
- ii Ankur suggested that it would be a good idea to work with our pharmacy and dental colleagues when providing feedback to the ICB as we share similar concerns.
- iii Ankur is still working on a proposed fee structure for the Low Vision Serviceⁱⁱ. This is a complex issue and further discussions with Alvaro and Sid will be necessary. Nigel will share the list of domiciliary providers working within Gloucestershireⁱⁱⁱ so that a survey can be circulated to indicate interest in providing the service^{iv}.
- iv Amy has circulated the draft referral guide to the LOC for feedback^v. Once any revisions are incorporated the guide will be sent to Will Dean/ Emily Fletcher for comment.
- vii The CPD team will be meeting in January to plan for a CPD day in the Spring. Sid will circulate a questionnaire^{vi}, initially to the LOC for response^{vii} and then countywide so that the structure of the event can be tailored to the preferences of the majority.
- x The COL webinar has been set for the 10th January 2023 at 7pm.

Treasurer's Report

Nigel reported that in the financial year to date expenses have exceeded income by £6,000. This is to be expected after the decision to reduce the monthly levy from 1.5% to 1% implemented after the AGM and is not a cause for concern.

Final clarification from LOCSU on the HMRC challenge that LOC Officers, if not all members, should be PAYE is expected to be forthcoming at the next Treasurers meeting on Jan 26th. Alvaro added that the clarification is likely to be a strongly worded statement that this should be the case. LOCSU are investigating options to assist LOCs who decide to meet this requirement.

Chair's Update

Alvaro confirmed that the ICS will pay the fees for Higher Qualifications directly to those who have paid or to the course provider where payment has not yet occurred. 15 of the 20 who expressed interest have enrolled/started their courses. Alvaro will chase the remainder.^{xi}

The committee agreed with Alvaro's suggestion to invite Kerry O'Hara, Associate Director - Transformation & Service Redesign for NHS Gloucestershire, to the February meeting.^{xii}

At a recent event it was revealed that those not meeting the criteria for cataract surgery at Spamedica (for example due to inability to lie flat for sufficient time) are referred to the Trust via the GP. Ankur commented that there is a method for inter-provider transfer. Alvaro will raise this with the ICS.^{xiii}

Alvaro and Ankur have attended a POD (Pharmacy, Optometry, Dental) meeting about the delegation of services from April 2023. At this point responsibility for GOS will pass to the ICB from NHSE. A new body, the Collaborative Commissioning Hub (CCH) SouthWest has been established to take on the current responsibilities of the NHSE Area Team as well as other functions. Alvaro used the opportunity to emphasise that GOS differs from other services in having uncapped funding.

PES Update

The Children's Post-Vision Screening Service has started on Opera.

Ankur has shared widely that the October payments for September activity are delayed due to data transfer issues between PES and Gloucestershire ICS who are, therefore, withholding payment. The matter has been escalated to Rupesh Bagdai, Senior Director, Clinical, Governance & Compliance for PES and it is hoped it will be soon resolved.

Alvaro thanked Ankur and PES colleagues for input to a LOCSU case study, soon to be published, around the Children's Service in Gloucestershire.

MS 365 Update

Ian has set up the 28 day trial of MS365 Business Basic with the initial intention of using the Christmas to New Year lull in activity to minimise disruption if full-time uptake is approved. The foundation services have been set-up but there now needs to be a period where all users engage with the package. It was decided that extending the trial period for another month would be wise to allow everyone time to get used to the set-up and report any problems. Ian to set up the Teams application^{xiv} and provide support where possible.^{xv}

Meeting fees

Nigel queried the meeting fees payable as several recent meetings have over-run or needed to be extended due to presentations by guests. After discussion it was decided that the current meeting fee would remain until the end of the financial year and that, going forward, a more rigorous approach to timekeeping will be employed including better agenda planning and an understanding that items not covered in 90 minutes will be deferred to the next meeting.

Any Other Business

Sid took photos of the Committee members to be added to the website.

Next Meeting

Tues 17th January 2023 – 7:00pm – Virtual. Amy to lead.

Action Points

i.	Upload LOCSU templates to Dropbox/Sharepoint	Alvaro
ii	Low Vision MOU	Ankur
iii	Share list of domi providers in Gloucestershire	Nigel
iv	Circulate Low Vision survey to domi providers	Sid
v	Feedback to Amy on draft referral guide	All
vi	Circulate CPD Preferences survey to LOC then countywide	Sid
vii	Feedback on CPD survey before sending to county	All
viii	Share Glos PES quarterly report to ICS	Ankur
ix	Specsavers home visiting re low vision	Riz
x	Contact Emily Fletcher	Alvaro
xi	Chase take-up of Higher Qualifications	Alvaro
xii	Invite Kerry O'Hara to February meeting	Alvaro
xiii	Query with ICS re Px transfer from Spamedica to Trust via GP	Alvaro
xiv	Set up Teams on MS365 Business Basic	Ian
xv	Report any difficulties with MS365 to Ian	All