

Minutes of LOC meeting Tuesday 17th January 2023 – via Teams

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

1. Apologies

There were no apologies.

2. Declarations of conflicts of interest

There were no new declarations of conflicts of interest though Adrian had notified the Committee that his role had changed, he would no longer be regularly working in practice but would be supporting new practices joining The Hakim Group. It had been agreed this would not result in any conflicts of interest.

3. Minutes of last meeting

The minutes of the last committee meeting were approved.

4. Matters Arising and Action Points

Action Points from last meeting

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

- iii. Specsavers provided most home visits in the County. Sid would try to make contact. ⁱⁱ
- vi. Results added to SharePoint.
- viii. Q2 added to SharePoint, Q3 to follow.
- x. Amy would try to make contact. ⁱⁱⁱ
- xi. Megan from the ICS was chasing practitioners directly.
- xii. Kerry cannot make the February meeting but would try to attend the following one in March.
- xiii. Alvaro would chase. ^{iv}

5. Treasurer's Report

Nigel reported that the finances were still very healthy, and a summary had been added to SharePoint.

Nigel asked if Sid had been reimbursed for his time attending the LOC Induction? Sid would double check and it was agreed that committee members would be compensated for this type of activity in the future.

5.1. PAYE for Officers

Nigel had added an extensive document from LOCSU to SharePoint, the summary was that all officers should definitely, and all other members preferably paid using PAYE for time spent on committee work. Other expenses such as travelling would not be subject to PAYE.

Nigel stated that the most cost-effective way would need to be used to implement this change, possibly sharing the burden with other LOCs. Alvaro mentioned that he had heard that LOCSU might be offering a service and had also heard that it might be possible for HMRC to investigate and reclaim any unpaid amounts.

Amy felt that Worcestershire LOC might not comply with the advice, but it was agreed Gloucestershire would in all probability sign up. Nigel had a follow-up call with LOCSU and would report at the next meeting. v

6. Chair's Update

6.1 NHSE Meeting

There were some proposed new Safeguarding requirements which Adrian had pushed back as they went beyond what was currently required for GOS and NHS contracts. A request had been sent to FODO for advice, Adrian would report on any developments.

Alvaro noted there were some new acronyms, SWCCH (South-West Clinical Commissioning Hub) which seemed to be the new title for the South-West Regional Team. Dentists and possibly GPs were to be under their remit in the future.

NHSE were also keen to reduce health inequalities and Alvaro had highlighted VCHP expansion, Low Vision Service and also mentioned the Special Schools service that had not been successfully commissioned in Gloucestershire.

6.2 CPG Meeting

It had been decided that the funds for LVAs would only be for domiciliary services and possibly more remote practices initially. Fees had been confirmed at £127.00 for a domiciliary Low Vision Assessment and would be lower if the assessment was practice based. Final approval from the finance team was the last hurdle, Opera would be able to facilitate the service as there was a low vision module available.

Alvaro noted it would be important to collect evidence of the benefits of the service ready to present when the funds ran out.

Figures for use of the Community Ophthalmic Link had been shared – 137 Optometrists were registered, and the link was accessed approximately 50 times per week. Around 140 referrals had been avoided which had possibly contributed to reduced waiting times.

Alvaro and Ankur were very aware of the risk of use of the COL resulting in providing enhanced care without remuneration. Ankur had stated this at the meeting and needed to check the comment had been included in the CPG meeting minutes. ^{vi}

It was noted the CGP seemed to see the COL as a possible replacement for ERS. Ankur felt that the savings made by the avoided referrals due to Practitioners access to records should cover the costs of the COL and that any further activity such as two-way communication would need to be commissioned.

Ankur also thought the COL could be improved further with the inclusion of the private ophthalmology providers. Alvaro would check with the COL administrators to see if this was possible. ^{vii}

Alvaro updated on Committee Members roles – Sid would look after the distribution of cataract waiting times and a quarterly newsletter and Peter and Riz would help Matt with CDP. Meetings were planned with Amy to ensure a smooth handover of the position of Chair.

Alvaro informed the Committee that Max Holford was leaving his role with LOCSU to take up a position with ABDO and the new Optical Lead would be Mohammed Bhuta. Alvaro would invite Mohammed to the next meeting to facilitate introductions. ^{viii}

7. PES Update

Ankur had been chasing the delayed Enhanced Service fees and had a meeting booked with the ICS finance team. PES were aware of the situation and would expedite any payments received.

It was suggested that it would be helpful for Ankur keep Practitioners updated on developments but make sure it was clear the situation was beyond his control in any communication.

8. CPD

Devon LOC were putting on a CPD day in February and it was agreed to fund Peter for the day as in information gathering exercise. Peter would report back at the next meeting. ^{ix}

The CPD survey had had approximately 30% response rate, the results had been added to SharePoint. Sid would report on all channels with further explanation and especially encourage DOs and CLOs to respond.

Alvaro suggested setting a date for a CPD and sending a 'save the date' message Countywide.

The CPD sub-group was confirmed as Carole, David, Matt, Nigel, Peter and Sid.

Amy suggested the February meeting specifically cover CPD which was agreed.

9. MS365 Progress Report

Overall, the introduction was going quite well, Ian would do his best to help with any queries. Amy asked if there was an app for Apple products and David confirmed that there was. Riz asked if Teams and WhatsApp would both continue, it was agreed Teams only in the future. It was also agreed that there was no need to download e-mails from the old glosloc addresses and Ian confirmed that the current e-mail addresses would need to be modified when the new domain was established.

All agreed some training would be helpful and Ian would try to organise a suitable event. ^x

10. Contact List Housekeeping

Ian thought the current contact list could be tidied up and suggested sending an e-mail that needed to be responded to by a certain date to be retained would be helpful. This was agreed, Ian to compose and send an appropriate e-mail. ^{xi}

Adrian offered to help with the housekeeping and would liaise with Ian.

11. Any Other Business

11.1 CUES Concerns

Ankur had received some reports that practices are not organising appointments for patients as required in the CUES protocol, but all were anecdotal, there was no definite evidence of any breaches that Ankur could act on. There was no obvious easy solution and concern that available appointments were becoming more difficult to find.

Nigel suggested re-issuing the CUES procedures with a reminder that it is best practice for a patient with concerns to be seen at a practice where they have been seen previously and the practitioner would have access to their notes. Ankur would send a Countywide communication. ^{xii}

Carole shared a success story that demonstrated the importance of a CUES type service - Amy had provided a CUES appointment and the feedback had been that the patient's life had potentially been saved.

Sid asked if everyone could set up signatures on the LOC e-mail and would share a template. ^{xiii}

Riz reported that he had spent some time at A&E with a Registrar who had suggested the most helpful addition to Community practice would be foreign body removal and the Registrar would help with a CPD event to help Practitioners.

This had been discussed previously and was considered an excellent idea. Ankur could also assist as WOPEC have resources and a larger team could help more Optoms and CLOs.

Riz also noted that GRH seemed quite keen to offer an IP training position, Alvaro had heard similar suggestions previously, but nothing had been forthcoming previously. Riz would try to get more information.

Ankur had been reminded of a request from the Optometry Department at the Trust regarding a list of practices that offer Myopia Management and complex paediatric dispenses. David had some reservations as all practices should be able to dispense any complex prescriptions and discuss Myopia Management with patients even if that practice did not offer it. It was agreed that anything provided by the LOC might be seen as recommendation of certain practices which was not acceptable.

12. Date of Next Meeting

Tues 21st February 2023 – 7:00pm via Teams

Action Points

i.	Low Vision MOU	Ankur
ii	Contact Specsavers re domiciliary Low Vision provision	Sid
iii	Contact Emily Fletcher	Amy
iv	Chase ICS re Px transfer	Alvaro
v	PAYE report	Nigel
vi	Check CPG meeting minutes re COL	Alvaro/Ankur
vii	Check COL access to private providers	Alvaro
viii	Invite Mohammed to next meeting	Alvaro
ix	Report on Devon CPD event	Peter
x	MS365 Training	Ian
xi	Contact list e-mail	Ian
xii	CUES reminder	Ankur
xiii	E-mail signature template	Sid/All