

Minutes of LOC meeting Tuesday 21st February 2023 – via Teams

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

1. Apologies

Apologies had been received from Riz Choonara and Mohammed Bhuta

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

Action Points from last meeting

i.	Low Vision MOU	See Item 6
ii	Contact Specsavers re domiciliary Low Vision provision	Ongoing
iii	Contact Emily Fletcher	Ongoing
iv	Chase ICS re Px transfer	Completed
v	PAYE report	See Item 5
vi	Check CPG meeting minutes re COL	Completed
vii	Check COL access to private providers	Ongoing
viii	Invite Mohammed to next meeting	Completed
ix	Report on Devon CPD event	See Item 9
x	MS365 Training	Completed
xi	Contact list e-mail	Completed
xii	CUES reminder	Completed
xiii	E-mail signature template	Ongoing

- ii. No response had been received at this time. Ankur had received an initial acknowledgement but nothing further, he would follow-up. Ankur also suggested setting up a poll to try to find out if practices are interested in providing a practice based or domiciliary low vision enhanced service. ⁱ
- vi. Kerry had confirmed that any additional 2-way communication using the COL should be commissioned and Matt had received the same message from Scott.
- vii. Alvaro reported that discussions were ongoing, and that Tony Burke was part of the process.
- xiii. Sid had an updated logo to send, the current version did not show up correctly. ⁱⁱ

5. Treasurer's Report

The February account balance is at Appendix 1.

Nigel reported that NHSBS were changing the way the levy was paid, Alvaro noted that the payments were changing from the patient's postcode to the relevant ODS Codes, which would mainly impact domiciliary visits. Nigel felt the change shouldn't impact income too heavily.

5.1 PAYE

It had been confirmed that LOC Office Holders should be paying PAYE at source, but Nigel felt it would be sensible to include all committee members, which was difficult to argue against. Nigel noted that PES were hopefully going to provide a centralised system to help LOCs and Peter queried his position as self-employed?

It was AGREED that the ruling should be accepted for the whole committee to start from the 6th April 2023.

It was further AGREED to use a PES solution, if possible. Nigel would investigate this further; it was hoped that guidance regarding employment status would be included. ⁱⁱⁱ

6. Chair's Update

Alvaro reported:

The Low Vision Service documentation was being developed and would be shared when finalised.

That at a South-West LOC meeting Nikki Holmes had confirmed that GOS payments would continue to be nationally agreed but there was a question around early retest codes that LOCSU were raising with OFNC.

It had been noted that the recent IOL issues would potentially not have been identified if PIFO for cataracts had been in place.

7. PES Update

Ankur reported:

It had been agreed that the money for the Low Vision Enhanced Service would be transferred from the ICB to PES to hold for payments. There was a possible issue monitoring activity around the boundaries of the hospitals.

All outstanding fees had been paid and plans were being put together to try and avoid a repeat of the delays.

He was increasing his time with PES as a mentor for newly qualified IPs.

7.1 Cataract Referrals

Carl from NewMedica had asked to present to the committee as he felt the cataract referral numbers had reduced. A straw poll indicated that while the numbers may have reduced slightly there had not been a significant drop and it was agreed it would be more productive for NewMedica to present County Wide to all practitioners. Ankur would discuss with Carl. ^{iv}

8. County Wide e-mail/MS365

Ian reported that around one hundred people had responded to the original e-mail but quite a few had not replied that Ian knew were still active. It was agreed that Ian would only remove anyone who definitely didn't want to be contacted and then Ian would try to transfer the contact list to MS365. ^v

Amy questioned the advantages of MS365 as an Apple user, it was felt there were quite a few benefits including:

Everything will be in one place,
Data security would be improved,
Better for succession planning.

Peter felt MS365 should be part of the Committee member induction and Adrian would investigate re-organising the SharePoint sites which might make things easier. ^{vi}

It was agreed to trail for longer and review again, possibly at a Strategy Day.

9. Devon Study Day Feedback

Overall, Peter had been very impressed with the experience and explained it had been a 100-delegate event offering 15 CPD points including Peer Discussion. Something similar would be a substantial undertaking and each delegate had paid £45 (£35 early bird) to help cover the costs.

The content included a n ophthalmologist presentation that had been sponsored by the LOC and three from the various sponsors.

The key learning points were:

- Venue – size appropriate for number of delegates, suitable meeting rooms, sound system, catering etc.
- Sponsors
- Presenters
- Should be self-funding.

It was noted there were a number of Gloucestershire based suppliers and organisations that could contribute. and Peter felt it would take a minimum of three months to organise.

It was suggested that a date in the autumn would be a good idea, after the summer holidays and practitioners would be looking for points before the end of the year.

It was AGREED that Peter would set up a CPD sub-committee with any members reimbursed for their time. The CPD committee would report at the next meeting with possible a possible CPD speaker for the AGM and updates on the CPD event. ^{vii}

10. Any Other Business

There had been some discussion regarding inappropriate topics and requests on the various WhatsApp groups and it was felt moderation should be a bit stricter. Sid would set up a Teams group for Committee members to contribute their views. ^{viii}

11. Date of Next Meeting

Tues 21st March 2023 – 7:00pm venue to be confirmed ^{ix}

Action Points

i.	Low Vision Enhanced Service poll	Sid
ii	Updated logo for e-mail footer	Sid
iii	PAYE solution and guidance	Nigel
iv	NewMedica re cataract referrals	Ankur
v	E-mail contact list update and transfer	Ian
vi	SharePoint re-organisation	Adrian
vii	CPD sub-committee	Peter
viii	Social Media moderation Teams group	Sid
ix	Suggestions for venue for next meeting	All

<u>INCOME</u>	Item	<u>INCOME</u>	
	Opening Balance at 01/04/22	£ 84,578.29	
	Voluntary Levy Payments	£ -	
	Statutory Levy	£ 25,931.60	
	Bank interest and Refunds	£ -	
	TOTAL INCOME		£ 25,931.60
<u>EXPENDITURE</u>		<u>EXPENDITURE</u>	
	Chairperson's Time Expended	£ 7,033.00	
	Secretary's Time Expended	£ 1,897.50	
	Treasurer's Time Expended	£ 1,497.30	
	Attendance Allowances Committee	£ 6,705.00	
	Travel	£ 401.15	
	Committee Expenses	£ 4,248.55	
	Room Hire	£ 2,103.50	
	LOC Clinical Lectures Support	£ -	
	Website costs	£ 493.86	
	Central Fund Donation	£ 1.00	
	Voluntary Levy	£ -	
	LOCSU Payments	£ 2,525.40	
	Other costs	£ 40.94	
	Benevolent Fund Donation	£ 6,613.30	
	TOTAL EXPENDITURE		£ 33,560.50
	INCOME SURPLUS/ (DEFICIT)		-£7,628.90
	Total		£ 76,949.39
	BANK STATEMENT AT 31/03/23		

COUNTY & CITY OF GLOS OPTICAL COMM

£ 76,949.39 Current balance

£76,949.39 Available funds ?

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February 2023 balance

17/02/2023