

## Minutes of LOC meeting Tuesday 21<sup>st</sup> March 2023

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

### 1. Apologies

Apologies had been received from Riz Choonara and Matt Bellamy

### 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 Enhanced Service poll	Ongoing
ii	Updated logo for e-mail footer	Completed
iii	PAYE solution and guidance	Item 5
iv	NewMedica re cataract referrals	Completed
v	E-mail contact list update and transfer	Completed
vi	SharePoint re-organisation	Ongoing
vii	CPD sub-committee	Item 8
viii	Social Media moderation Teams group	Completed
ix	Suggestions for venue for next meeting	Ongoing

i. Ankur noted that an Expression of Interest had been sent from PES and was waiting for the fees to be confirmed. Ankur would confirm the fees for Sid to send a poll before sharing the PES document. Alvaro suggested including an update in the newsletter. <sup>i</sup>

ii. Everyone thought the footer was excellent, Alvaro asked if a virtual background for Zoom and Teams meetings using the new logo would be possible? He would send a wip for Sid to work on. <sup>ii</sup> Sid also noted the footer doesn't show in Outlook on mobile 'phones.

iv. Carl had not replied to Ankur's e-mail and Ankur reported that the number of referrals seemed to have remained stable.

v. Ian had finalised the e-mail list and it was AGREED to migrate the domain over to MS365. There would possibly be some downtime so Ian would arrange for the switch to be completed over the Easter weekend <sup>iii</sup>

vi. Adrian had started the process and would do his best to get it finished for the next meeting. <sup>iv</sup> Amy and Carole were managing a bit better with MS365 and as well as several people finding it easier using a computer rather than a 'phone Sid suggested using a different browser for different accounts and advised Edge may work better than Google Chrome for MS365.

viii. Sid and Ankur had updated the descriptions in the WhatsApp groups that seemed to have helped.

## 5. Treasurer's Report

Nigel reported a balance of just over £75k (see Appendix 1) and that the change in levy paid by domiciliary providers had resulted in a slight increase in income. YTD outgoings had been approximately £8k over income and expenditure was likely to increase over the next year but as the balance was healthy Nigel suggested leaving the levy at 1% which was AGREED.

### 5.1 PAYE

Nigel had received details of a complimentary payroll service from LOCSU, and it was AGREED to use this solution starting in April 2023.

Nigel confirmed:

- Remuneration for time spent on LOC work was taxable, out of pocket expenses (travelling, parking etc.) were not.
- All Committee members will be considered as Officers as agreed at the last meeting.
- It was not possible for Committee members to be reimbursed through a limited company.

There was still an issue with a registered name and address on the application, it was AGREED Nigel would use his home address for now and he would query the position with LOCSU. <sup>v</sup> Sid suggested a PO Box address as a possible solution.

Nigel all Committee members to provide urgently:

- Name
- DoB
- Address
- NI Number
- Tax Code

Nigel would pay members for meetings attended in the current financial year before the end of the month, Adrian would confirm attendance as soon as possible. <sup>vi</sup>

A revised expenses form would need to be sent to Nigel by the 5<sup>th</sup> of each month and it was AGREED that meeting fees would be claimed monthly in future.

There were some questions on some sections of the LOCSE letters to be reviewed and Sid would produce some headed paper which would be required. <sup>vii</sup>

It was also noted that the AGM would need to be held within three months on the start of the financial year once the PAYE scheme was in place.

There had been no interest in the Deputy Treasurer role that had been advertised on the website but it was agreed this was a necessary role so the post would be left open.

## 6. Chair's Update

Alvaro reported that:

£40k of the funding for higher qualifications had been spent so far and it had been suggested that the funding would be reduced to around £33k next year but it was generally felt this reduction wouldn't cause too many issues.

Expanding the range of courses had been suggested and that it might be possible to use some of the finding for OSCEs if the Business Case was changed to include Post Graduate training as well as university courses.

The ICS were asking for evidence of benefits of the expenditure. The increase in IP Optoms and CUES should reduce the number of A&E referrals and the view was higher qualifications would always improve the quality of referrals.

Eye Casualty were possibly introducing a second 'phone line.

Other possible areas for expanding Enhanced Services included:

Med Ret – there was a case for Community practitioners monitoring stable AMD, Nevus filtering and monitoring and possibly Hydroxychloroquine monitoring. Nigel suggested diabetic screening follow-up and it was felt a possible better way forward would be a more general Med Ret service to cover more conditions.

Glaucoma – there was a case for expanding Community monitoring of stable glaucoma patients if regional coverage could be improved which would result in less patient travelling, much like the Low Vision service.

NHS South-West were considering national funding for expansion of the Community Ophthalmic Link and noted that EERS was being pushed by NHSE to include all attachments but that there was some concern this could result in health inequalities as some supplementary tests such as OCT may not be affordable for all patients.

The South-West Transformation Programme was coming to an end.

There was a Visual Impairment Awareness session on the 23<sup>rd</sup> at 2:00pm – Ankur was attending, and Peter could also attend. Alvaro to share the details with Peter. <sup>viii</sup>

The POD meeting had been cancelled and Alvaro would check to see if an alternative date had been arranged. <sup>ix</sup>

Sid asked if it would be helpful if someone could attend LMC meetings, Alvaro said it would be very useful if possible.

## 7. PES Update

Ankur had no updates that weren't covered elsewhere in the meeting.

## 8. CPD

Peter noted that the first meeting of the CPD sub-committee was set for Thursday, and he would report as soon as possible.

Ric Caesar was a potential presenter for the AGM and a launch of the revised wet AMD form was also a possibility.

Venues were discussed and Carole would investigate the Leonardo (Golden Valley) Hotel. <sup>x</sup>

Peter asked if anyone had any experience of getting CPD points approved, Alvaro noted that the LOC was registered with the GOC as a CPD provider and would send Peter the details. <sup>xi</sup>

## 9. Any Other Business

Sid asked Ian about adding the new logo to the website. Ian would contact the original designer to see if this could be done. <sup>xii</sup>

Amy asked if the consultant contact information spreadsheet she was working in could be double checked? Amy would share the sheet with Sid for inclusion in the newsletter. <sup>xiii</sup>

## 10. Date of Next Meeting

Tuesday 18<sup>th</sup> April, 7:00pm via Teams

The May meeting date was changed to Tuesday 9<sup>th</sup>.

### Action Points

i.	LV - confirm fees, County wide poll & include in newsletter.	Ankur/Sid
ii	Teams/Zoom background	Alvaro/Sid
iii	Migrate domain to MS365	Ian
iv	SharePoint re-organisation	Adrian
v	Query legal entity position with LOCSU	Nigel
vi	Confirm 2022/2023 meeting attendance	Adrian
vii	Produce headed paper	Sid
viii	Share Visual Impairment Awareness details with Peter	Alvaro
ix	Revised POD meeting date	Alvaro
x	Leonardo (Golden Valley) Hotel for AGM	Carole
xi	GOC CPD approval details to Peter	Alvaro
xii	Contact web designer re new logo	Ian
xiii	Check Consultant spreadsheet and include with newsletter	All/Sid

<b>Treasurers Account</b>			
<b>Year 2022-2023</b>		<b>Year 2022-2023</b>	
<b><u>INCOME</u></b>	Item	<b><u>INCOME</u></b>	
	<b>Opening Balance at 01/04/22</b>	<b>£ 84,578.29</b>	
	Voluntary Levy Payments	£ -	
	Statutory Levy	£ 27,358.43	
	Bank interest and Refunds	£ -	
	<b>TOTAL INCOME</b>		<b>£ 27,358.43</b>
<b><u>EXPENDITURE</u></b>		<b><u>EXPENDITURE</u></b>	
	<b>Chairperson's</b> Time Expended	£ 7,333.00	
	<b>Secretary's</b> Time Expended	£ 2,137.50	
	<b>Treasurer's</b> Time Expended	£ 1,497.30	
	Attendance Allowances <b>Committee</b>	£ 6,705.00	
	Travel	£ 525.35	
	Committee Expenses	£ 5,028.55	
	Room Hire	£ 2,103.50	
	LOC Clinical Lectures Support	£ 45.00	
	Website costs	£ 571.62	
	Central Fund Donation	£ 1.00	
	Voluntary Levy	£ -	
	<b>LOCSU</b> Payments	£ 2,525.40	
	Other costs	£ 40.94	
	Benevolent Fund Donation	£ 6,613.30	
	<b>TOTAL EXPENDITURE</b>		<b>£ 35,127.46</b>
	<b>INCOME SURPLUS/ (DEFICIT)</b>		<b>-£7,769.03</b>
	<b>Total</b>		<b>£ 76,809.26</b>