

## **Minutes of LOC meeting Tuesday 18th April 2023**

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

Guests: Kerry O'Hara and Tomaz Gacek

### **1. Welcome & Apologies**

Alvaro welcomed Kerry, the ICB Programme Lead for Eye Health and Tomaz, a CLO who worked in Gloucestershire to the meeting. Apologies had been received from Matt Bellamy

### **2. ICB Update**

Kerry explained that she was part of the Transformation Team but not a Service Commissioner and stated that the relationship with the LOC and Community Practices was very strong and positive. The CPG had been created in 2016 and had a dual purpose, to prevent vision loss and ameliorate vision problems.

In 2021 three priorities for eyecare had been identified as Secondary Care would not be able to manage anticipated demand and Kerry understood the value of Commissioned Services.

#### **A) Address Health Inequalities**

The VCHP clinic in Gloucester had recently celebrated dispensing their 100<sup>th</sup> pair of spectacles and Kerry noted Gloucestershire was the only ICB in the country to invest in this type of service.

An ECLO service for Care of the Elderly wards had resulted in 27% of patients having some input to improve their outcomes.

The Low Vision Service contract had been signed with PES and would provide a domiciliary service and peripheral clinics outside Gloucester, Cheltenham and Stroud. There would be a launch event on the 25<sup>th</sup> of May with the service going live on the 1<sup>st</sup> of June.

#### **B) Digital Transformation**

While there had been a national push for eERS Gloucestershire felt the value of this service would be low without file sharing and two-way communication hence the investment in the Community Ophthalmic Link which now had at least one practitioner in each practice in the County signed up which was a great result.

Funding was in place for the current service for the next 12 months but needed to be secured for the second phase, two-way communication. The third phase would involve commissioning more services to be delivered by Community Practitioners.

#### **C) Workforce Investment**

The funding already obtained for further qualifications would help deliver more Enhanced Services in the future and had been applied for again. Nigel asked when any payment might be confirmed as the relevant courses were very popular and booked up quickly and while Kerry had no control over

the time the application would take, she would notify the Committee of the outcome as soon as possible.

Alvaro thanked Kerry for her time and support.

### 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 a small amendment to the actions, the Revised POD meeting date should have read 'Revised LOC/NHSE SW Meeting Date'

### 5. Matters Arising and Action Points

Alvaro reported that Matt had no capacity to be part of the LOC currently and would be standing down for now. Ian would suspend Matt's MS365 account until further notice. <sup>i</sup>

#### *Action Points from last meeting*

i.	LV - confirm fees, County wide poll & include in newsletter.	See Item 8
ii	Teams/Zoom background	Ongoing
iii	Migrate domain to MS365	Completed
iv	SharePoint re-organisation	Ongoing <sup>ii</sup>
v	Query legal entity position with LOCSU	See Item 6
vi	Confirm 2022/2023 meeting attendance	Completed
vii	Produce headed paper	Completed
viii	Share Visual Impairment Awareness details with Peter	Completed
ix	Revised LOC/NHSE SW meeting date	Completed
x	Leonardo (Golden Valley) Hotel for AGM	Completed
xi	GOC CPD approval details to Peter	Alvaro
xii	Contact web designer re new logo	Completed
xiii	Check Consultant spreadsheet and include with newsletter	Completed

ii. Alvaro had produced a background but felt it could be better, Sid would try and create a version. <sup>iii</sup>

viii. Alvaro explained this event was now a F2F event at the next CPG Meeting on the 9<sup>th</sup> May at Sanger House in Gloucester. Ankur suggested car sharing if possible as parking was limited.

xiii. Amy reported the sheet was with Aisling O'Donovan for a final check and would be available shortly.

Alvaro noted that there was a newsletter template available in Sway on MS365 and suggested a folder on SharePoint for everyone to add any items suitable for the LOC Newsletter. Adrian would include in the SharePoint re-organisation. <sup>ii</sup>

## 6. Treasurer's Report

Nigel reported that the accounts were closed for the Financial Year 2022/2023, see Appendix 1 for the final balance. He noted that the main expenses for the next 12 months would be the CPD event and that the Levy should remain unchanged.

The PAYE letters had been sent out and Nigel would need a copy signed and returned, a scanned copy via e-mail should be fine. <sup>iv</sup> Some information from HMRC was outstanding but the new expenses sheet would start from April with the first payment a month in arrears in May, Nigel would share the deadlines for claims as soon as possible. <sup>v</sup> Nigel confirmed regular committee meetings would be included in the remuneration so Adrian would send an attendance report to Nigel before the monthly deadline. <sup>vi</sup>

Nigel noted that the only requirement from HMRC was a correspondence address, so the issue of a legal entity was not a pressing one. Nigel was also streamlining the names of the bank and various other accounts to Gloucestershire LOC.

## 7. Chair's Update

Alvaro had e-mails Helen Goodey, the Primary Care Lead, to request a meeting but had not had a reply yet.

Alvaro and Riz had met up with Nick Rumney to try to get some help with IP Placements but the system in Worcestershire would be difficult to replicate. Placements were difficult and candidates may have to travel a long way and it had been suggested that some of the Higher Qualification funding could be used to cover some expenses, but it was agreed this was not appropriate.

A meeting had been requested with representatives from The Trust to try and resolve the issue, Alvaro had had positive conversations with Will Dean in the past so hopefully any problems would be able to be resolved. Ankur suggested ensuring the senior hospital Optometrist was included in any discussions.

It was also noted this was not just a problem in Gloucestershire, approximately only 50% of people were able to obtain a placement to complete the qualification nationally.

Alvaro report that GREG (Gloucestershire Retinal Education Group) offered short courses which could be a good way to introduce practitioners back into learning and there was no reason the Higher Qualification funding shouldn't be used to cover the costs of these. Alvaro would try and arrange a meeting to explore the possibilities.

It was noted that the diabetic eye screening contract for the South-West was up for renewal, but it was agreed this was not something Community Practitioners would be interested in providing.

## 8. PES Update

Ankur reported that the quarterly ICB meeting had been postponed until May and that he would share the Enhanced Services reports with the committee after they had been presented. <sup>vii</sup>

Following from Kerry's update on the Low Vision Service, Sid confirmed the fees would be £81.50 for a practice-based assessment and £119.50 for domiciliary. Funding for any aids would be on top of these fees and Opera would be used to document episodes similar to the School Screening module.

Ankur stated an Expression of Interest should be sent around shortly and was hoping that existing domiciliary providers and a number of practitioners based away from the current Trust clinic locations would apply. It was currently difficult to anticipate activity, but Ankur didn't anticipate high levels initially as there was no comparable service elsewhere.

#### 9. CPD Update

Peter required 2 confirmations from the Committee:

- a. Booking The Leonardo for the AGM following Carole's enquiry
- b. Spa Medica had offered to provide some CPD but cataract had been covered previously so it had been suggested they attend to 'meet and greet' practitioners. J&J were able to provide 3 interactive CPD points with a session on The Multifocal Journey suitable for all practitioners.

This was agreed, Peter would ask if J&J would provide any funding towards the event. <sup>viii</sup>

The CPD day had been booked at Gloucester Rugby for the 20<sup>th</sup> of September. So far seven providers had expressed an interest, including J&J who had offered a Peer Discussion session.

The plan was for both the AGM and CPD day would be a café set up with tables rather than theatre style seating.

The CPD group was meeting on the 27<sup>th</sup> of April and Peter would confirm arrangements and send a 'Save the Dates' communication Countywide afterwards. <sup>ix</sup>

Alvaro mentioned that the Oxfordshire event had not experienced a high uptake, Carole asked if it would be possible for practitioners to cancel? Ankur had spotted the Oxfordshire event had a no refunds policy and Peter noted the marketing of the event would be discussed at the CPD group meeting.

#### 10. Any Other Business

David asked if it was possible for the status of the patient questionnaire to be shown on the Clinical Dashboard on Opera? Ankur suggested a request on the 'Blue Bubble' would be best, any changes would be more likely if a lot of people requested them. Sid mentioned it was possible to search Opera for incomplete episodes.

Riz asked about the request from the Hospital for a list of practices offering complex paediatric dispensing and myopia management. Ankur replied he had not fed back that a list of 'recommended' practices was not appropriate as both should be Core Competency but would suggest patients be advised to check the relevant product web-sites e.g. Tomato Glasses for local stockists. <sup>x</sup>

#### 11. Date of Next Meeting

Tuesday 9<sup>th</sup> May via Teams

### *Action Points*

i.	Temporarily suspend Matt's MS365 Account	Ian
ii	SharePoint re-organisation	Adrian
iii	Teams/Zoom background	Sid
iv	Sign & return PAYE form to Nigel	All
v	Share expenses deadlines	Nigel
vi	Attendance report	Adrian
vii	Share Enhanced Services reports	Ankur
viii	AGM funding from J&J	Peter
ix	Save the Dates communication for AGM and CPD day	Peter
x	Advise HES list of 'recommended' practices not appropriate	Ankur

Treasurers Account			
<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	£ 28,795.70	
	Bank interest and Refunds	£ -	
	<b>TOTAL INCOME</b>		<b>£ 28,795.70</b>
<b><u>EXPENDITURE</u></b>		<b><u>EXPENDITURE</u></b>	
	<b>Chairperson's</b> Time Expended	£ 7,783.00	
	<b>Secretary's</b> Time Expended	£ 2,317.50	
	<b>Treasurer's</b> Time Expended	£ 3,257.30	
	Attendance Allowances <b>Committee</b>	£ 15,975.00	
	Travel	£ 525.35	
	Committee Expenses	£ 7,508.55	
	Room Hire	£ 2,351.22	
	LOC Clinical Lectures Support	£ 495.00	
	Website costs	£ 571.62	
	Central Fund Donation	£ 1.00	
	Voluntary Levy	£ -	
	<b>LOCSU</b> Payments	£ 2,525.40	
	Other costs	£ 75.84	
	Benevolent Fund Donation	£ 6,613.30	
	<b>TOTAL EXPENDITURE</b>		<b>£ 50,000.08</b>
	<b>INCOME SURPLUS/ (DEFICIT)</b>		<b>-£21,204.38</b>
	<b>Total</b>		<b>£ 63,373.91</b>
	<b>BANK STATEMENT AT 31/03/23</b>		